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ABSTRACT

Designed by classroom teachers to provide for the infusion of career education into existing curriculum, this notebook contains student worksheets in career-oriented areas which can be used with varying learning styles and ability groups. These worksheets for grades 7 and 8 are arranged under four major areas: self-awareness, language arts, career exploration, and job skills. Answer sheets are located at the back of each section. Self-awareness activities include self-descriptions, self-evaluation, determination of personal abilities and interests, and future planning. Some topics in language skill areas are synonyms, antonyms, homonyms, punctuation, the eight parts of speech, verbals, sentence structure, and diagramming sentences. Worksheets in the area of career exploration consider interviewing, career clusters, skills and career possibilities, careers in law enforcement, health, construction, job matching, job cards, and fringe benefits. Job skills activities emphasize use of resources (newspapers and telephone books), letter writing, job application, resumes, and interviews. Various types of exercises are included: evaluation forms, charts, sentence completion, theme writing, multiple choice, crossword puzzles, and word search puzzles. (YLB)

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The Uncomplicated Elementary Career Education System for the "Real" Classroom

CAREER CORNERS--LANGUAGE ARTS FOR 7-8

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Department of Adult, Vocational and Technical Education

Springfield, Illinois

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OVERVIEW OF THE SYSTEM

The Uncomplicated Elementary Career Education System for the "Real" Classroom

These materials were prepared by classroom teachers for the infusion of career education into your already existing curriculum. This system is designed to provide career education activities that could blend easily into any classroom teacher's course of study.

Career Card File Box

For K-3

This container has both individual student and teacher activities. Ideas are in a variety fo career-related areas, and cover diversified learning styles and abilities.

Career Corners-Language Arts

For 7-8

This notebook contains student worksheets in career-oriented areas, which can be utilized with varying learning styles and ability groups.

Career Capers

For 4-6

This notebook has student and teacher activities in the basic curriculum areas, which cover various ability levels and learning modes.

Career Corners-Math

For 7-8

This notebook contains student career-related worksheets in a number of math skill areas, which can be used with a variety of ability levels and learning styles.

Administrative Materials

Each month an administrator is to distribute the following materials to the classroom teacher.

K-3 Factivities

K-3 teachers receive a "Factivity" pamphlet emphasizing the career areas in the "Card File Box".

These pamphlets contain language arts and math ideas for the month's topic, as well as student work-sheets that can be duplicated.

4-6 Factivities

4-6 teachers receive a "Factivity" pamphlet emphasizing a career topic.

These pamphlets contain student worksheets in the curriculum areas of the "Career Capers" notebook.

In the C.A.S.E. Cooperative, a new set of "K-6 Factivities" is produced annually to provide ongoing career education activities. It is suggested that school districts adopting this system strongly consider such a policy also.

FOREWORD

The Illinois Office of Education is pleased to make available "The Uncomplicated Elementary Career Education System for the 'Real' Classroom." The materials and activities in this system are intended to be infused into the existing curriculum and are therefore supplementary in nature.

The K-6 sections originated from workshops sponsored by C.A.S.E. (Cooperative Association for Superior Education), consisting of the following high schools: Bloom Township High Schools - District 206 (the administrative district) and six elementary districts; #167 - Brookwood; #168 - Community Consolidated; #169 - East Chicago Heights; #170 - Chicago Heights; #172 - Sandridge; and #194 - Steger. Sincere appreciation is extended to the C.A.S.E. Superintendents for their support and cooperation in the development and implementation of this project.

The first phase of this activity was planning and development and the two 7-8 notebooks were developed. The second phase goal was implementation and revision.

The final phase of the project was field testing all of the developed system. Six field test sites representing various geographical locations and populations were utilized. They were: Roxana Community District #1 - Roxana, Illinois; Ben Funk School, Unit District #4 - Shirley, Illinois; Nathan Hale School, District #171 - Lansing, Illinois; DuPage Elementary Career Education Center - Wheaton, Illinois; Career Guidance Center, Lake County Area Vocational Center - Grayslake, Illinois; St. Joseph's School - Bradley, Illinois. Based on field test information the materials were revised and printed for dissemination.

Sincere appreciation is extended to the teachers, administrators, and supportive personnel who participated in the development, evaluation, and/or revision of the career education system.

Special recognition is given to the following individuals for their outstanding contributions: Mr. Dean Wertz, vocational director, Bloom High School, project director; Mrs. Barbara Battle Cleary and Ms. Barbara Dennis, project coordinators; Ms. Candyce Jones, media coordinator; Mrs. Patricia Hayden, secretary and Mrs. Martha Fahrenwald, illustrator.

Joseph M. Cronin

Joseph M. Cronin
State Superintendent of Education

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Note: Answer Sheets are located at the back of each section

SA-1

WHO AM I ?

Directions: *Take a good look at yourself. Complete this description of yourself and see how unique you are.*

Name ______________________________
First Middle Last

Nickname ______________

Address ______________________________

______________________ ________
City or Town State Zip Code

Telephone ________ ____________
Area code

How long have you lived at this address? ____________

Where else have you lived? ______________________
City or Town State

Have you attended another school? ______ If yes, what was the name of it? ______________________

* * *

Height ________ Color of eyes ________ Hair ______

* * *

Birthday ______________ Age ______ ______
Month Day Year Years Months

Zodiac sign ______________

* * *

How many children are there in your family? ______

Brothers ______ Sisters ______

How many are older than you? ____ younger? ____

List here your hobbies, after-school activities, or your memberships.

____

____

____

____

____

PUT A PICTURE
OF YOURSELF HERE

WHO AM I ? ... WHO AM I ? ... WHO AM I ? ... WHO AM I ? ... WHO AM I ? ... WHO AM I ? ... WHO AM I ?

DESCRIBING *ME*

NAME ______________________________

DIRECTIONS: In what way can you describe yourself? How do you think others would describe you? Look at the descriptive word list on the following page and use 10 or more of these words to complete the statements below.

I AM ... I AM ... I AM ... I AM ... I AM ... I AM ... I AM ... I AM

OTHER PEOPLE PROBABLY THINK THAT I AM ... OTHER PEOPLE PROBABLY

I ALWAYS WANTED TO BE ... I ALWAYS WANTED TO BE ... I ALWAYS WANTED

I AM NOT ... I AM NOT ... I AM NOT ... I AM NOT ... I AM NOT ...I AM

DESCRIPTIVE WORDS

able
admired
adorable
adventurous
agile
ambitious
angry
arrogant
artistic
athletic
attractive
average
awkward
babyish
bad
bananas
beautiful
big
big-hearted
big-mouthed
bitter
bizarre
bold
brainy
bright
calm
capable
careful
caring
careless
cautious
cheap
cheerful
childish
civilized
clever
clown
cold
comical
common
conceited
confident
cool
courageous
courteous
crafty
crazy
creative
creepy
crooked
cruel
cuckoo
curious
cute
dangerous
decent
dedicated
deep
delicate
dense
dependable
depressed
different
difficult
discouraged
discourteous
disgusted
disobedient
disorganized
dissatisfied
disturbed
dreamy
dull
dumb
eager
easy-going
embarrassed
evil
fair
faithful
famous
fanatic
fast
fat
fearful
fearless
feeble
foolish
forceful
forgetful
foxy
fragile
funny
generous
gentle
good
good-looking
gross
happy
hard-headed
hard-working
helpful
honest
hostile
humble
idiotic
imaginative
immature
impatient
important
intelligent
jealous
kind
lazy
legendary
lethal
likeable
liked
literate
logical
lonesome
lost
loud
loved
loving
mad
magical
massive
mature
mean
mellow
mental
messy
mighty
modest
moody
muscular
musical
neat
noisy
non-violent
normal
nosy
odd
old
open
organized
outgoing
patient
peaceful
perfect
physical
plain
pleasant
poetic
polite
popular
practical
pretty
primitive
proud
pushy
quick
quiet
radical
reasonable
rebellious
reckless
reliable
religious
resourceful
responsible
ridiculous
romantic
rough
rowdy
sad
savage
saved
scared
selfish
sensible
sensitive
sexy
short-tempered
show-off
shy
skillful
skinny
slick
sloppy
slow
small
smart
smooth
sneaky
solid
soulful
southern
spoiled
steady
stingy
straight
strange
strong
stubborn
stuck-up
studious
stupid
successful
sudden
suspicious
sympathetic
tactful
talkative
talented
thorough
thrifty
timid
tired
tough
tricky
trustworthy
truthful
ugly
unaware
unbalanced
uncivilized

SA-4

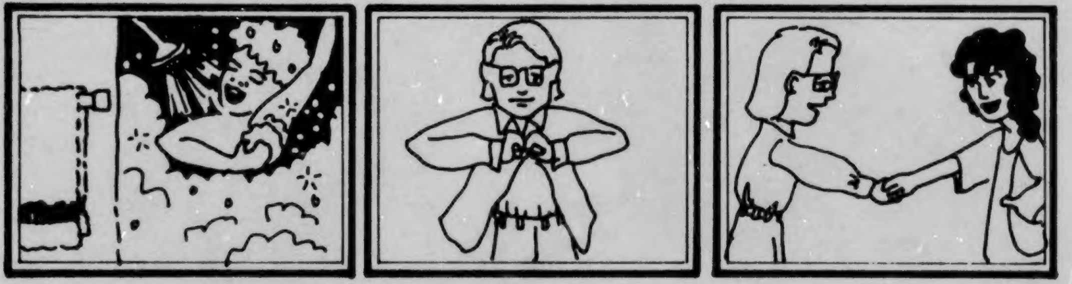
SELF-EVALUATION OUTLINE

NAME ______________________________

DIRECTIONS: Check the appropriate selection, YES or NO.

HEALTH	YES	NO
1. Are you in good health?	___	___
2. Do you have any physical or mental handicaps?	___	___
3. Are there any working conditions you must avoid for health reasons?	___	___

PERSONALITY CHARACTERISTICS	YES	NO
1. Do you get along well with others?	___	___
2. Do you make friends easily?	___	___
3. Are you good at leading others?	___	___
4. Do you like speaking in front of people?	___	___
5. Do you like to work alone?	___	___
6. Are you nervous and restless?	___	___
7. Is it difficult for you to finish your work?	___	___
8. Do you have a good sense of humor?	___	___
9. Can you take advice?	___	___
10. Are you able to assume responsibility?	___	___
11. Is your appearance neat? Do you always dress neatly?	___	___



SELF - EXAMINATION CHART

NAME ______________________________

DIRECTIONS: *Check the box which applies to you in each of the areas below.*

	Out-Standing	Above Average	Average	Below Average	Poor
Ability to make decisions					
Ability to be on time					
Appearance					
Maturity					
Acceptable Speech					
Leadership					
Personality					
Manners					
Self-confidence					
Cooperation with others					
Enthusiasm					
Alertness					
Getting along with others					
Performance in school subjects					

SA-6

HOW DO I FEEL ?

NAME ____

DIRECTIONS: *Now that you've examined who you are, maybe you should examine how you feel about things. Your feelings are called your emotions. They are usually deep, personal things people have trouble explaining or talking about. Sometimes, if you link your feelings to actual things, they are easier to understand. Read the following sentences to yourself, and write your first thoughts on the blanks.*

1. I am happy when ____.
2. I am sad when ____.
3. I worry about ____.
4. I like ____.
5. I hate ____.
6. I feel good when ____.
7. I like to go to ____.
8. I am proud when ____.
9. I am scared when ____.
10. I am confident when ____.
11. I am lonely when ____.
12. I get angry when ____.
13. I am thankful for ____.
14. I hope that ____.
15. I am sorry when ____.
16. I feel ashamed when ____.
17. I feel silly and crazy when ____.
18. I am jealous when ____.
19. I am good at ____.
20. I am not good at ____.
21. I feel secure when ____.

HOW DO I FEEL ? ... HOW DO I FEEL ? ... HOW DO I FEEL ? ... HOW DO I FEEL ? ... HOW DO I FEEL ?

HOW DO I FEEL ? (CONTINUED)

22. My brothers and sister are ________________.
23. A magazine I read is ________________.
24. I listen to ________________.
25. If I could buy any one record today, it would be ________________.
26. My favorite class is ________________.
27. I spend ________________ by myself.
28. My friends and I ________________.
29. I go to the movies about ________________.
30. My parents and I ________________ together.
31. I read about ________________ hours a week.
32. If I could do anything right now, I'd ________________.
33. I am embarrassed when ________________.
34. I love ________________.
35. I dislike ________________.
36. I feel important when ________________.
37. I feel unimportant when ________________.
38. I enjoy ________________.
39. I feel uncomfortable when ________________.
40. I feel lonely when ________________.
41. I feel safe when ________________.
42. I feel indifferent to ________________.

WHAT DO I DO ?

NAME ____

DIRECTIONS: *Complete these sentences as quickly as you can.*

1. After school I usually ______________________________.
2. My favorite T.V. program is ______________________________.
3. My best friends are ______________________________.
4. On Saturday I like to ______________________________.
5. The last book I read was ______________________________.
6. My family and I usually ______________________ together.
7. My jobs around the house are ______________________________.
8. I usually spend about ______________________________ a week.
9. The best thing about living at my house is ________________.
10. The best movie I ever saw was ______________________________.
11. If I could go anywhere tomorrow, I'd ________________.
12. My friends and I like to ______________________________.
13. I work at ______________________________.
14. In the evening I usually ______________________________.
15. My close friends are ______________________________.
16. One thing I really like to do is ________________.
17. The clubs I belong to are ______________________________.
18. My sisters/brothers and I ______________________________.
19. I earn about ______________________________ a week.
20. My friends and I hang around at ______________________________.
21. When I'm on vacation I ______________________________.
22. I like to be with ______________________________.
23. I will go to school until ______________________________.
24. Usually I ______________________________ on Sundays.

WHAT DO I DO ?... WHAT DO I DO ?... WHAT DO I DO ?... WHAT DO I DO ?...

YOUR ABILITIES

Name ______________________________

DIRECTIONS: *Answer the following questions as truthfully as possible.*

1. In what subjects do you receive the best grades?

____

____

2. In what subjects do you receive poorer grades?

____

____

3. Has a teacher or counselor ever told you that you have ability in some specific area?

____

____

4. Do you excel in sports?

____

____

5. Have you won any contests, or have you had your work published or exhibited?

____

____

6. Have you learned any special skills?

____

____

YOUR INTERESTS

Name ______________________________

DIRECTIONS: *Answer the following questions as truthfully as possible.*

1. What things do you like to do?

2. What clubs do you enjoy?

3. What clubs or groups have you joined that you didn't like?

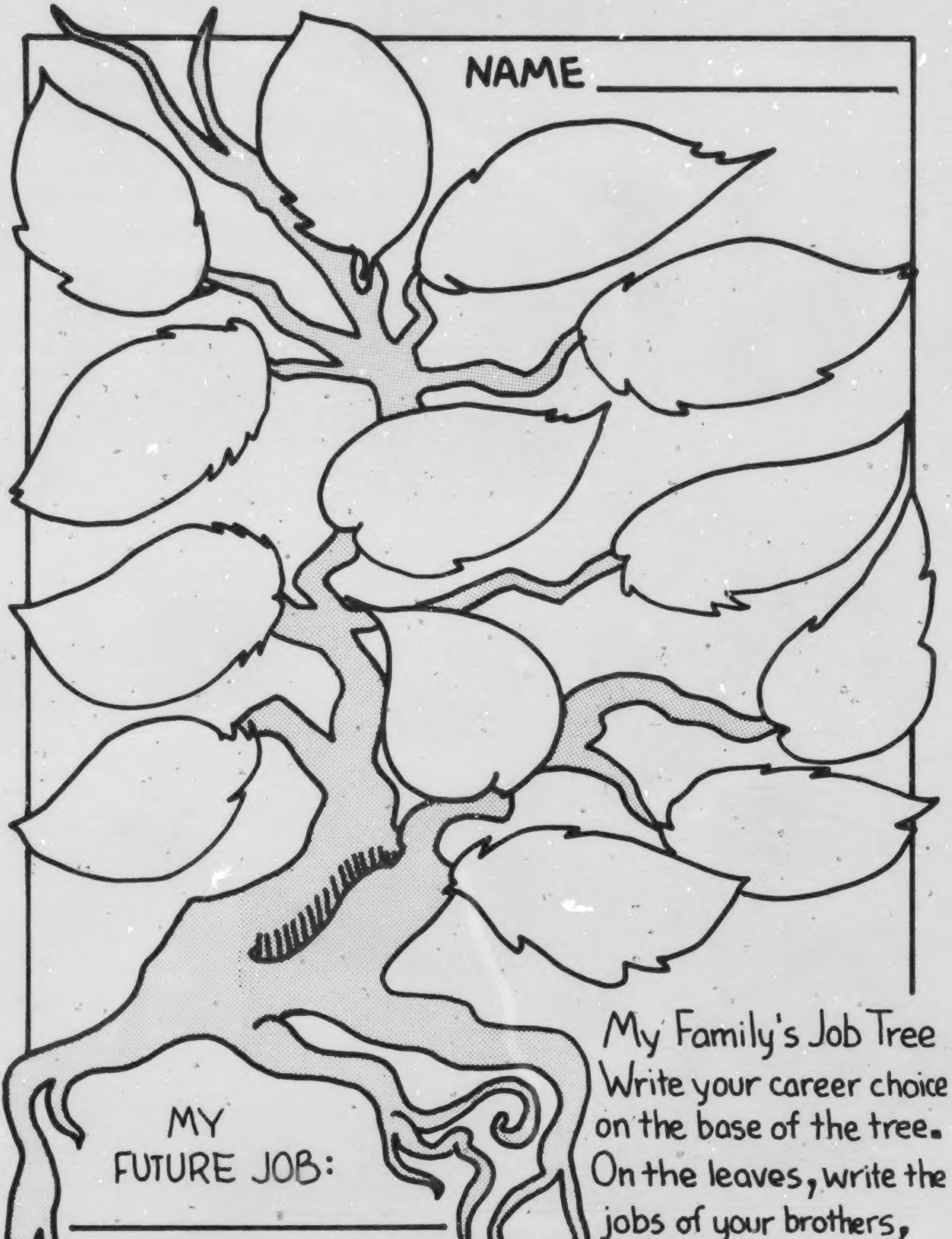
4. Do you like to read? List magazines and types of books you like.

5. What are your favorite subjects in school?

6. Do you spend most of your free time indoors or outdoors? Why?

7. In what kind of activities do you show the most ability?

NAME ______________



MY FUTURE JOB: ______________

My Family's Job Tree

Write your career choice on the base of the tree. On the leaves, write the jobs of your brothers, sisters, or any family members.

YOUR SCHOOL SUBJECTS AND YOUR FUTURE

NAME ______________________________

DIRECTIONS: The subjects that you have in school today WILL AFFECT you in your career selection in the future. Write YOUR career selection that is interesting to you on the line provided, and THINK CAREFULLY about your school subjects. Write the skill or area in each of the school subjects that will relate to your future.

CAREER SELECTION ______________________________

SCHOOL SUBJECT	SKILL OR AREA
Language Arts	______________________________ ______________________________
Math	______________________________ ______________________________
Social Studies	______________________________ ______________________________
Spelling	______________________________ ______________________________
Science	______________________________ ______________________________
Health	______________________________ ______________________________
Art	______________________________ ______________________________
Gym	______________________________ ______________________________
Music	______________________________ ______________________________
Other: ________________	______________________________ ______________________________

WHERE AM I GOING ?

NAME ______________________________

DIRECTIONS: *What will you do in the future? What are your goals? What would you really like to be doing one year, three years, five years, twenty years, and fifty years from now. Stop and think about these questions, and from them write down one thing you would really like to be doing or have done.*

One Year From Now ______________________________

____

____

Three Years ______________________________

____

____

Five Years ______________________________

____

____

Twenty Years ______________________________

____

____

Fifty Years ______________________________

____

____

My main goal in life is to: ______________________________

____

____

WHERE AM I GOING ? ... WHERE AM I GOING ? ... WHERE AM I GOING ? WHERE AM I GOING ?

LA-1

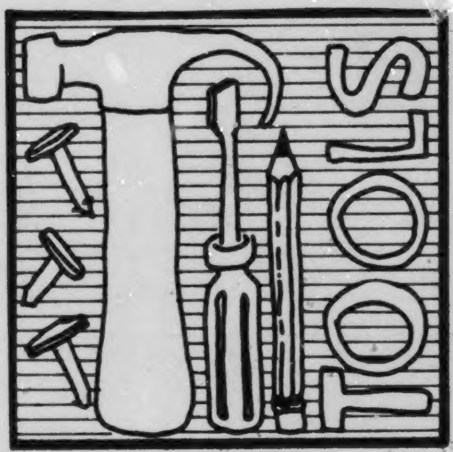
SYNONYMS

NAME ____

DIRECTIONS: *SYNONYMS are words that have the same or related meanings. Find a synonym from the word list and write it on the line.*

WORD LIST:

advancement
beginner
career
cash
choose
commission
crafts
education
employee
employer
extras
fire
fix
form
group
hired
holiday
objective
outfit
pastime
proprietor
quit
retirement
revenue
summary
supervisor
talent
utensils
wage
work



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1. repair ____________________
2. job ____________________
3. application ____________________
4. let go ____________________
5. salary ____________________
6. uniform ____________________
7. apprentice ____________________
8. resign ____________________
9. benefits ____________________
10. pension ____________________
11. income ____________________
12. vacation ____________________
13. employed ____________________
14. owner ____________________
15. cluster ____________________
16. boss ____________________
17. worker ____________________
18. skill ____________________
19. select ____________________
20. training ____________________
21. manager ____________________
22. occupation ____________________
23. tools ____________________
24. promotion ___ ____________
25. bonus ____________________
26. money ____________________
27. resume ____________________
28. trades ____________________
29. hobby ____________________
30. goal ____________________

ANTONYMS

NAME ____

DIRECTIONS: *ANTONYMS are a pair of words that are opposite in meaning. Listed are pairs of antonyms that you are to insert into the sentences below.*

work - vacation
hire - fire
employee - employer
full-time - part-time
net - gross
apprentice - journeyman
lay off - rehire
cash - check
temporary - permanent
interviewer - applicant
written - printed
hourly - weekly

1. The information on an application form should be ________________ neatly, but your signature should be ____________________.
2. Tomorrow I am leaving for my two week ____________________, so I won't be at _______________ on Monday.
3. If your _________________ pay rate is $2.30 multiply it by 40 to find your _______________ salary.
4. Our _________ ____________ employees work 40 hours per week and our _________ ____________ employees work 20 hours.
5. You will have to take your pay _______________ to the bank to get ___________________.
6. I was hired as ______________________ help while the secretary is on vacation, but I am interested in finding a _______________ job.
7. Since the construction was slow, the contractor has to __________ _________ the carpenters. When it picks up again, he will be able to _____________ them.
8. You have to be a(n) _________________ in some of the trades before you are able to receive a(n) ____________________'s card.
9. When a company wants to _____________ you, they expect quality work,punctuality, and cooperation; or they will have to _______ you.
10. The _____________________ was nervous as the ______________________ continued with the questions.
11. The salary that you earn is called your _____________ pay. After taxes, it is your ________________ pay.
12. The _____________________ welcomed John on his first day by saying, "We are happy to have you as our new bank _______________________."

HOMONYMS

NAME ____

DIRECTIONS: *Complete each sentence by writing the correct homonym on the line provided.*

1. The police usually __________ in police cars through the park. (road, rode)

2. "I felt that the last __________ in the play was my best", said the actress. (scene, seen)

3. Jose and Mike have to stop at the office to pick up __________ pay check. (there, their)

4. Your application was __________ to our main office in Chicago. (sent, scent, cent)

5. His job is to examine the finger __________. (prince, prints)

6. The interior decorator was not pleased with the __________ that was used on the drapes. (die, dye)

7. "There is something wrong with the car __________," said the mechanic. (breaks, brakes)

8. A 40 hour work __________ is considered to be full-time. (week, weak)

9. The doctor has completed the examination and was __________ with the patient. (through, threw)

10. Max gave the bus driver his __________. (fair, fare)

11. The architect designed the building so a fireplace would be placed over __________. (their, there)

12. The sales clerk is willing to __________ the package for you. (wrap, rap)

13. The travel agent will __________ for our reservation. (write, right)

14. The flight attendant __________ the pre-flight announcements to the passengers. (maid, made)

15. "Three cups of __________ were needed for this recipe," said the baker. (flower, flour)

CONTRACTIONS

Name ______________________________ _____

DIRECTIONS: *On the blank line before each sentence write the contraction that could be used in place of the underlined words.*

1. ____________ The librarian does not allow you to check out reference books.

2. ____________ This is not a clear enough x-ray for the technician to be able to read.

3. ____________ The veterinarian will not be back in the office until after lunch.

4. ____________ That is a job for a professional plasterer, not an amateur like you.

5. ____________ The printers are not going to be able to finish that job until next week.

6. ____________ A jeweler should not leave the merchandise lying about.

7. ____________ A poet cannot always write masterpieces, you know.

8. ____________ Truck drivers do not like the lowering of the speed limit to 55 miles per hour.

9. ____________ If the waiter has not taken my order by the time I count to three, I'm leaving.

10. ____________ "You must have been daydreaming when you drove onto that lawn," said the police officer.

11. ____________ The audience did not seem to like any of the comedian's jokes.

12. ____________ "It has been a year and a half since your last checkup," said the dentist.

13. ____________ The watch repairer said these watches were not worth fixing.

14. ____________ I will have to ask the supervisor if I can leave a half hour early today.

15. ____________ The bus driver said we would all have to sit down and be quiet.

CONFUSING WORD PAIRS

Name ____

your	its	their	whose
you're	it's	they're	who's

DIRECTIONS: *The first word in each pair must always show ownership. The second word in each pair must always be able to be replaced by the two words from which it is made:*

yor're = you + are
it's = it + is or *it + has*
they're = they + are
who's = who + is or *who + has*

Circle or underline the correct word in each of the following sentences:

1. The detective discovered (whose, who's) glove had been dropped outside the study window.
2. "Is this (your, you're) rabbit in my hat?" asked the magician.
3. I'm afraid (their, they're) going to have to call in a locksmith to help them open that safe.
4. (Its, It's) the rabbi's turn to hold the prayer service; the priest's turn is not until next week.
5. Astronauts from the United States set (their, they're) spaceship down on the moon in the summer of 1969.
6. "(Whose, Who's) playing off key?" asked the band director.
7. With all this practice (your, you're) sure to be an excellent cook someday.
8. (Its, It's) not difficult for an experienced pilot to land an airplane in the fog.
9. The pharmacist will be happy to fill (your, you're) prescription right away.
10. Do you know anyone (whose, who's) studying to be a mortician?
11. You won't recognize this place when the interior decorators have finished (their, they're) work.
12. Since this newspaper lost (its, it's) star reporter, circulation has dropped to an all-time low.

CAREER VOCABULARY

NAME ______________________________

DIRECTIONS: *Look up the following* CAREER RELATED WORDS *in the dictionary and write the definitions.*

1. résumé ______________________________
2. application ______________________________
3. pay roll ______________________________
4. retirement ______________________________
5. benefit ______________________________
6. salary ______________________________
7. seniority ______________________________
8. income ______________________________
9. tax ______________________________
10. reference ______________________________
11. occupation ______________________________
12. experience ______________________________
13. vacation ______________________________

LA-7

CAREER ALPHABET

NAME ______________________________

DIRECTIONS: *Write two jobs that begin with the following letters.*

A ______________________ ______________________

B ______________________ ______________________

C ______________________ ______________________

D ______________________ ______________________

E ______________________ ______________________

F ______________________ ______________________

G ______________________ ______________________

H ______________________ ______________________

I ______________________ ______________________

J ______________________ ______________________

K ______________________ ______________________

L ______________________ ______________________

M ______________________ ______________________

N ______________________ ______________________

O ______________________ ______________________

P ______________________ ______________________

R ______________________ ______________________

S ______________________ ______________________

T ______________________ ______________________

W ______________________ ______________________

Write one job for each of the following letters.

Q ______________________ X ______________________

U ______________________ Y ______________________

V ______________________ Z ______________________

VOWELS

NAME ______________________________

DIRECTIONS: *Listen to the vowel sound in only the first syllable of each word and determine if it has the long or short vowel sound.*

1.	Acrobat	short a
2.	Actor	short a
3.	Baker	long a
4.	Biologist	
5.	Bricklayer	
6.	Typist	
7.	Copywriter	
8.	Credit Manager	
9.	Dancer	
10.	Dentist	
11.	Dietician	
12.	Electrician	
13.	Historian	
14.	Iron Worker	
15.	Librarian	
16.	Mechanic	
17.	Meteorologist	
18.	Model	
19.	Musician	
20.	Oceanographer	
21.	Pilot	
22.	Poet	
23.	Receptionist	
24.	Repair Person	
25.	Reporter	
26.	Salesperson	
27.	Seamstress	
28.	Secretary	
29.	Scientist	
30.	Teacher	

DIRECTIONS: *A VOWEL DIPHTHONG consists of two vowels blended together to form a compound speech sound.*
EXAMPLE: cloud, boy, oil, now, haul
Pronounce the following words and circle the vowel diphthongs in each.

Accountant
Announcer
Aquanaut
Auctioneer
Boilermaker
Counselor

Oiler
Router
Astronaut
Clown
Cowhand

LA-9

SENTENCES, PUNCTUATION, CAPITALIZATION

NAME ____

DIRECTIONS: *Commas, periods, question marks, and all capital letters have been omitted in the following paragraph on careers. Circle each error in capitalization and make the correction above it. Add the missing punctuation marks.*

Example: $\overset{W}{\text{ⓦ}}$hen $\overset{J}{\text{ⓙ}}$ohn graduates$_{\text{,}}$ he would like to be a mechanic⊙

---

when you are thinking about choosing a job consider all of your possible choices there are fifteen career clusters or groups the first group is called "agri-business and natural resources" in this cluster people mine resources and raise animals and crops jobs that use typewriters copying machines and computers are part of the"business and office" cluster the third involves getting information to people through different kinds of media all activities in building are part of the "construction" cluster the fifth cluster "consumer and homemaking"concerns jobs with clothing food home furnishing and family next comes jobs involved with ecology following is the "fine arts and humanities" cluster with jobs in music dance writing and performing the eighth cluster involves all careers in health jobs that involve leisure activities are in the "sports and recreation" cluster the cluster that has jobs with designing and packaging goods is called "manufacturing" the "marine science" cluster involves all the jobs that pertain to the oceans the "marketing and distribution" cluster contains jobs that are concerned with the retailing of goods the"personal service" cluster concerns working to provide service to people or animals the cluster on "public service" include careers such as police officers fire fighters or teachers finally the last cluster is "transportation" which cluster has the kind of jobs that interest you

PUNCTUATION

Name ____

__DIRECTIONS:__ *Commas, periods, quotation marks, exclamation marks, and question marks have been omitted in the following sentences. Add the missing punctuation marks.*

1. When John graduates he would like to be a machinist

2. Singers must devote many years to training and practice for a musical career is a demanding one

3. Mary who enjoys her course in home economics will be a good homemaker

4. Ernest Thompson Seton who was a famous artist-naturalist was born in England in 1860

5. Archimedes the Greek physicist supposedly made one of his discoveries while taking a bath

6. You need more practice Ted if you are to become a good barber

7. The travel agent said traveling by boat however would take longer

8. Modern turnpikes for example are marvelous feats of engineering

9. Play ball shouted the umpire

10. Did the company buyer bookkeeper and designer eat lunch together

PUNCTUATING TITLES

Name ____

DIRECTIONS: These titles are underlined: *books, magazines, newspapers, movies, radio and TV shows*

These titles are enclosed in quotation marks: *poems, short stories, songs, and articles*

Punctuate the titles in the following sentences:

1. Every postal clerk must be able to use the Zip Code Directory.
2. The Rise and Fall of the Roman Empire was written by a well-known English historian.
3. The librarian said the story, The Ransom of Red Chief, could be found in a book called O. Henry's Best Stories.
4. The editor decided to print 'Twas the Night Before Christmas on the front page of the newspaper on Christmas Day.
5. My favorite TV show is Wild Kingdom because I want to be a wild-life and conservation technician someday.
6. I bought a copy of the current issue of Photography Today in the camera shop yesterday.
7. Talk to the Animals is one of the songs from Doctor Doolittle, a musical about a zany zoologist.
8. Save Money by Doing It Yourself is the title of the article in House Beautiful written by my uncle, who is an upholsterer.
9. Red Shoes is a movie about a ballerina.
10. I saw an ad in the Chicago Tribune for a hydrologist and had to look in the dictionary to find out what kind of job that is.
11. Medical Center is a popular TV series, but the life of a doctor is quite different from that shown on the screen.
12. A beautician on the staff of Redbook gives beauty tips in each issue of that magazine for young people.

QUOTATION MARKS

NAME ____

DIRECTIONS: *Circle the errors in capitalization, and add the punctuation marks that are needed. Rewrite the sentence correctly, and insert the missing punctuation marks.*

1. where did you attend school mr johnson asked the applicant

____

____

2. john questioned will i receive the same benefits as the full time employees

____

____

3. in order for our company to employ you said the personnel director it will be necessary for you to have a physical examination

____

____

4. maria replied i am interested in going into the health field so i know it will be necessary to go on in my education after high school

____

____

5. i enjoy working with my hands and rebuilding engines tom said so i know i will enjoy this job

____

____

6. miss wilson said i needed special training to get my job with the police department

____

____

QUOTATION MARKS - CONTINUED

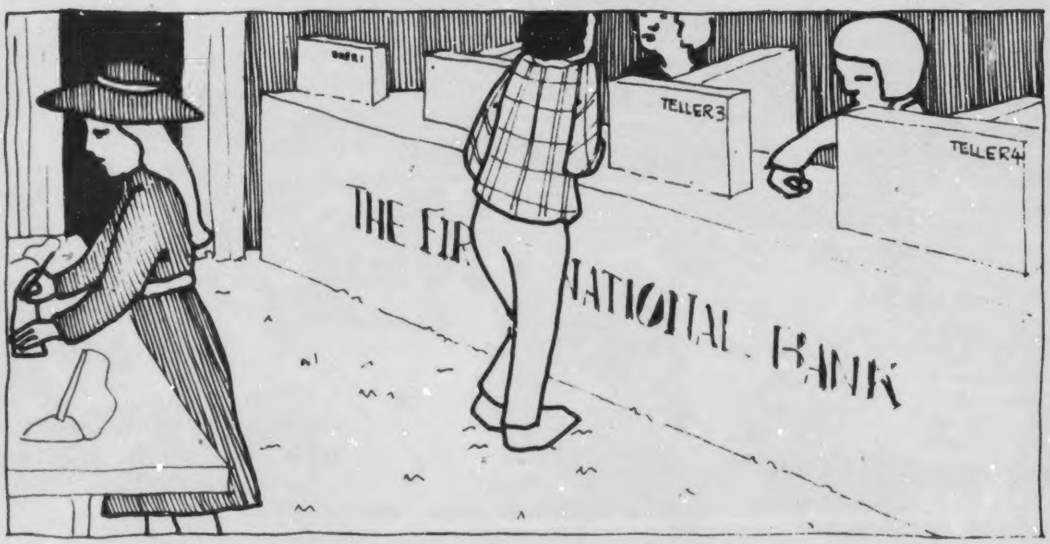
NAME

7. as william was leaving the office he said i will be looking forward to working for you

8. i was a bank teller before i was promoted to the manager of this department mr smith told the class

9. you have to spend time as an apprentice said joseph before you can become a full mechanic

10. math science health and english were my favorite subjects in school the employee told his supervisor



LA-14

CAPITALIZATION

Name ____

DIRECTIONS: *All capital letters have been omitted in the following sentences about careers. Circle the errors in capitalization and make the corrections above the circle.*

1. a bolivian rancher and an english miner, both of whom once lived in africa, had a lot to discuss.
2. a finnish architect, eliel saarinen, designed a number of buildings in the detroit area.
3. in our study of american literature, we read many works of the new english poets.
4. speaking in german, the lutheran minister gave a stirring sermon.
5. did you know that dr. politi has a new nurse, a miss davidson?
6. can you tell me, officer, how to find the bloom trail high school?
7. One of the greatest animal photographers was a woman named ylla.
8. yes, dr. carey is an obstetrician.
9. jonathan swift is the author of a tale of a tub.
10. yes, judge collins is more sympathetic than the other judge.
11. yesterday principal edwards conducted a meeting of the student body.
12. in science class we are studying about such scientists as sir isaac newton, samuel f.b. morse, and alexander graham bell.

8 PARTS OF SPEECH: NOUNS

Name ____

DIRECTIONS: *Underline the nouns in the following sentences. Remember, there is usually more than one noun in a sentence, so be careful.*

1. The professional figure skater performed a brilliant routine.
2. The accountant kept detailed records of the financial transactions for the company.
3. The librarian was amazed by the number of requests for one particular book.
4. An official guide at the United Nations is required to be fluent in a variety of foreign languages.
5. Athletes spend long hours in training and in practice sessions for their respective sports.
6. A number of difficult movements were gracefully performed by the dancers as the various colors of the spotlight played on them.
7. The comedian brought gales of laughter from the audience.
8. In a short while throngs of newspaper reporters arrived at the scene of the crime.
9. Actors show great concern about the proper makeup and costumes for their roles.
10. The skit featuring the ventriloquist and the dummy was especially enjoyed by the children present.
11. Each member of an airline crew needs to have great confidence in the senior pilot.
12. The detective had pages and pages of reports to complete.
13. Due to the tremendous risks involved, the magician had much difficulty getting an assistant for the act.
14. The President of the United States hoped to bring about a peaceful agreement between the leaders of the two countries in dispute.
15. Writers often base their stories and novels on personal experiences.

8 PARTS OF SPEECH: PRONOUNS

Name ____

DIRECTIONS: *NUMBER YOUR PAPER 1-10. After each number, list the pronouns in the corresponding sentence. After each pronoun, write the noun or nouns to which the pronoun refers.*

1. The models bought themselves new dresses.

2. "Students," the teacher said, "you should keep vocabulary notebooks."

3. The secretary typed his shorthand notes.

4. The optometrist asked her patient to read the top line of the eye chart.

5. Where does the author get her ideas for her books?

6. The minister worked on his notes for next Sunday's sermon.

7. Why can't a farmer take his vacation in June?

8. The interpreter translated her message over the public address system.

9. The guard took his job very seriously.

10. We must give bus drivers credit for their nerves of steel.

8 PARTS OF SPEECH: VERBS

Name ______________________________

DIRECTIONS: *Find the verbs in the following sentences and list them on your paper. Next to the verb, write "action" or "linking", depending on its type.*

1. The receptionist is answering the telephone.
2. Where can I find a locksmith?
3. Where is the manager of the store?
4. The attorney represented me at the hearing.
5. I am a sociologist.
6. May I request a special cut from the butcher?
7. The musician is a talented person.
8. Globe manufacturers should consult a geodesist.
9. The supervisor asked the shift to work over-time.
10. I was questioned by the police officer.
11. Could you recommend a good lawyer?
12. Would you be an announcer?
13. The pathologist was also a qualified doctor.
14. A baker is my favorite person.
15. The clerk was ill yesterday.

THE SIX TENSES

Name ______________________________

DIRECTIONS: *Conjugate the verb hire in all 6 tenses. Write in the correct answers.*

PRESENT TENSE

SINGULAR	PLURAL
____________	____________
____________	____________
____________	____________

PAST TENSE

____________	____________
____________	____________
____________	____________

FUTURE TENSE

____________	____________
____________	____________
____________	____________

PRESENT PERFECT TENSE

____________	____________
____________	____________
____________	____________

PAST PERFECT TENSE

____________	____________
____________	____________
____________	____________

FUTURE PERFECT TENSE

____________	____________
____________	____________
____________	____________

8 PARTS OF SPEECH: ACTION VERBS

Name ____

DIRECTIONS: *Circle the action verbs in the sentences below. Be sure to include auxiliary verbs in some of the sentences.*

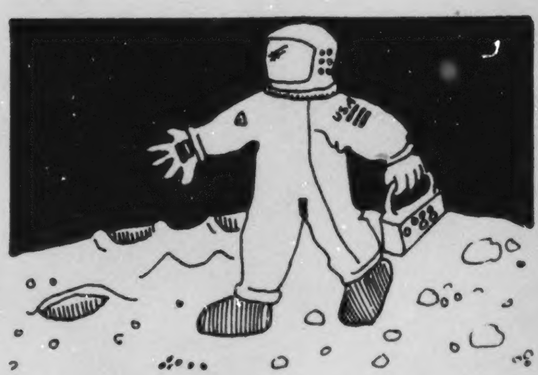
1. The roofers rested in the shade.
2. A distinguished architect planned our school building.
3. The salesperson rang up the sale on the cash register.
4. The student talked to the counselor.
5. The message over the intercom called for Nurse Adams.
6. An actuary calculated my insurance premiums.
7. Tell the printer to set the type.
8. How does the optician grind the lenses to fit?
9. The taxi driver swerved into the traffic.
10. The surgeon scrubbed up before the operation.
11. Call the mechanic!
12. The cook has been working the night shift.
13. When does my favorite disc jockey begin broadcasting?
14. I must consult the dietician.
15. Please make an appointment with your dentist.

8 PARTS OF SPEECH: LINKING VERBS

Name ____

DIRECTIONS: *Circle all verbs and their auxiliaries in the sentences below. They are all linking verbs.*

1. The poet is romantic.
2. Was there a doctor on duty?
3. My ophthalmologist seems busy.
4. Where is the gardener?
5. There are three podiatrists in the new medical complex.
6. The painters were very quick workers.
7. A dentist becomes busy during the months before school starts.
8. He became a sculptor quite early in his life.
9. The fire fighter has been on call.
10. The proofreader was being careful.
11. She appears to be quite a talented artist.
12. Was the bellhop tired?
13. The astronauts were well-trained.
14. The auctioneer is becoming hoarse.
15. Where have the truck drivers been?



IRREGULAR VERBS

Name ____

DIRECTIONS: *Number your paper 1-18. After the proper number, write the past or past participle form of the verb given at the beginning of each sentence.*

1. FALL The meteorologist said that only a few large meteorites have ever ______________ to earth.

2. THROW The umpire has ______________ the angry player out of the game.

3. BRING The same postal worker has ______________ our mail for five years.

4. BLOW The weather forecaster said that the wind has ______________ steadily from the north.

5. KNOW The spy ______________ that his mission was dangerous.

6. RIDE The messenger had ______________ for many miles before the right person was found.

7. WRITE The poets discovered that they had ______________ a masterpiece.

8. SET Our teacher ______________ a deadline for our term projects.

9. SET The referee ______________ the ball on the fifty-yard line.

10. SET The movers ______________ our table down gently.

11. LAY The workers ______________ the foundations for the buildings.

12. LAY The senator ______________ the notes aside and spoke extemporaneously.

13. LAY Last night the musician ______________ the instrument down and joined in the dance.

14. LIE Yesterday afternoon I ______________ down to take a nap.

15. RISE The newsreporter ______________ when the President entered the room.

16. RISE The reporters who were recognized ______________ to their feet.

17. RAISE The students ______________ their hands when they wanted to be recognized.

18. KNOW The firefighter should have ______________ what to do.

8 PARTS OF SPEECH: ADJECTIVES

Name ____

DIRECTIONS: *Circle the adjectives in the following sentences. Then draw an arrow from the circles to the nouns or pronouns which are being described. Study the example:*

EXAMPLE: *The busy osteopath had no time for even a quick lunch.*

1. What if a pediatrician didn't like small, squirming, crying children?

2. The observant waiter walked quickly to the corner table with the hot steaming soup.

3. I took my barking dog to the veterinarian for its yearly rabies shot.

4. The pharmacist had to fill five prescriptions before closing time.

5. I visited the nearby upholsterer to pick out plaid material for my overstuffed chair.

6. The telephone operator remained calm and made the emergency connection.

7. The pharmacologist took an annual inventory of relief-giving medicines on the neat shelves.

8. They consulted a surveyor before building the two-car garage on their village property.

9. A photoengraver works with dangerous chemicals daily.

10. A stonemason takes excellent care of the cutting tools.

8 PARTS OF SPEECH: ADVERBS

Name ____

DIRECTIONS: *Write an adverb in each blank. Under each blank and adverb, write what the adverb tells: WHERE? WHEN? HOW? TO WHAT EXTENT?*

EXAMPLE: *The police inspector arrived* promptly
when ?

1. The stenographer takes notes ______________.

2. The copywriter worked ______________ ______________.

3. Call the plumber ______________.

4. Did the riveter hammer the bolts ______________?

5. A radiologist used x-ray therapy ______________.

6. I discussed my problem ______________ with the psychiatrist.

7. The computer programmer is organizing the data ______________.

8. The janitor set his bucket ______________.

9. The beautician has ______________ begun the permanent.

10. The producer was ______________ busy.

11. The postal worker sorted mail ______________.

12. They hired the pipefitter ______________.

LA-24

8 PARTS OF SPEECH: PREPOSITIONS

Nmae ____

DIRECTIONS: *Place parenthesis around each prepositional phrase. Then underline the preposition once and the object of the preposition, twice. Study the example.*

EXAMPLE: *The oceanopgrapher plots maps (of the bottom) (of the ocean.)*

1. The mortician asked the family about the arrangements for the funeral.

2. The millwright walked hurriedly to the mill with the tools.

3. With the utmost of care a meteorologist reads the panel of instruments.

4. Call in a mathematician for help.

5. The lather was skilled in the holding of wood against the edge of the cutting tool.

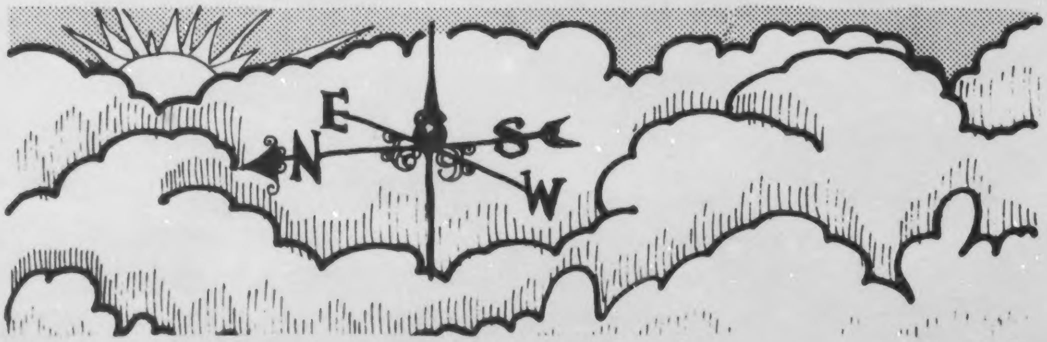
6. The landscaper was busy with the sod and plants.

7. Was the jeweler able to reset the diamond into the setting?

8. If you are worried about your gall bladder, see an internist.

9. The horticulturist was worried about the orchard before the frost.

10. The historian spent a great deal of time doing research in the library.



8 PARTS OF SPEECH: CONJUNCTIONS

Name ____

DIRECTIONS: *Number your paper 1-15. Write after each number a coordinating or correlative conjunction to fill the blanks in the corresponding sentences.*

1. The artist carried several brushes _____ paints to the easel.
2. The forester walked across a river _____ through a forest.
3. The flight attendant wanted to notify _____ not to alarm us about the turbulence.
4. We wrote to the travel agent, _____ we wanted information on places to visit.
5. The editor checked the articles _____ forgot to type them.
6. Call the electrician _____ today _____ tomorrow.
7. Was the biologist running the experiments Thursday _____ Friday?
8. _____ the blacksmith _____ the owner could calm the horse.
9. We notified the carpenter, _____ the work couldn't begin until Monday.
10. The cashier added the bill _____ made change for the customer.
11. Did the chiropractor work on your shoulder _____ your back?
12. Will the glazier replace our window tomorrow _____ just take measurements?
13. The geographer wrote about the physical features of the region _____ didn't mention the people.
14. The geologist studied the rock types _____ fossil forms.
15. You might consult a geophysicist before sailing on a ship _____ flying in a plane.

8 PARTS OF SPEECH: INTERJECTIONS

Name ____

DIRECTIONS: *Punctuate the following interjections correctly by using exclamation marks or commas.*

1. Oh The construction worker almost fell from the scaffolding.
2. Wow Is that film director ever emotional!
3. Well the economist gave the report during the meeting.
4. Help The drafter's sketch blew out the open window.
5. Hurrah When did the bricklayer finish the wall?
6. Ah Look at the new variety of rose which the botanist perfected.
7. Whew The controller felt relieved to finish the report to the governor.
8. Well is the auditor here yet?
9. Whee The astrophysicist located a new star!
10. Oh What did the archaeologist find in the ancient tomb?

VERBALS: GERUNDS

Name ____

DIRECTIONS: *Number your paper 1-10. List the gerunds or gerund phrases in the following sentences and tell what part in the sentence they play - subject, direct object, object of a preposition, or a predicate complement.*

1. Typing is part of a secretary's job.
2. A lawyer is good at presenting a point.
3. The entertainers had dancing on their minds.
4. A doctor is interested in healing the sick.
5. Adjusting a carburetor is an easy task for a mechanic.
6. Sweeping the floor is one of the many jobs of a janitor.
7. The composer's work was writing music.
8. The gardener avidly watched the growing of the plants.
9. Driving the roads is a truck driver's delight.
10. The acrobat was enthused about performing before the President and the First Lady.

LA-28

VERBALS: PARTICIPLES

Name ____

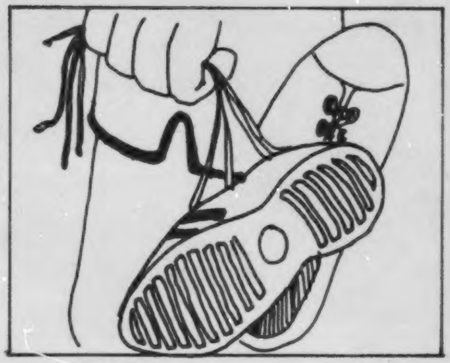
DIRECTIONS: *Underline the participial phrases you find in the following sentences. Within the phrase, circle the participles.*

EXAMPLE: Circling the earth, the people at the control center carried on a conversation with the astronaut.

1. Coming in for a landing, the plane was contacted by the tower controller.
2. My watch, broken in many pieces, was taken to the jeweler.
3. Standing on the corner, the police officer directed traffic.
4. The speleologist, exploring the cave, found a new entrance.
5. Damaged in an accident, our car was taken to a mechanic.
6. Confused by the questions, the professor took a five-minute break.
7. Studying for several hours, the scientist began the experiment.
8. Laid aside for cold weather, the heavy sweater was a lifesaver for the construction worker.
9. Risking their lives, the firefighters rescued the small child from the burning building.
10. Tired from the long walk, the surveyor headed back to the office.

VERBALS: INFINITIVES

Name ______________________________



DIRECTIONS: *Underline all the infinitives in the following sentences. Over the top of the infinitive, write* Adv. *if the infinitive is acting as an adverb,* Adj. *if acting as an adjective; and* N. *if acting as a noun.*

1. The proofreader's job was to check for errors.

2. To mold a head took concentration on the part of the sculptor.

3. The teacher wanted to instruct the children.

4. The athlete wanted to know how fast to run the race.

5. Does a banker have money to burn?

6. Reporters are constantly on the move to cover important events.

7. The composer had music to write.

8. Taxi drivers are always ready to defend themselves.

9. To get the highest price is an auctioneer's duty.

10. The detective was desperate to find a clue and to break the case.

PARTS OF A SENTENCE: SUBJECTS AND PREDICATES

Name ____

DIRECTIONS: *Draw a slash line in the sentence between the complete subject and the complete verb. Then underline the simple subject once and the simple verb twice.*

1. The ticket agent was certainly kept busy.
2. The pilot of the plane had a great deal of experience.
3. The tower controller waited breathlessly.
4. The movie star signed autographs for hours.
5. The Senate and the House are in session.
6. The captain and crew battled the storm and prayed for better weather.
7. A violinist played gypsy music during dinner.
8. The nervous radio announcer stammered several times.
9. Our small puppy barked at the postal carrier.
10. The model walked across the platform and turned around.
11. A reservationist must have a pleasant telephone voice.
12. Hand your claim ticket to the baggage clerk.
13. The conductor worried about the comfort of the passengers.
14. A co-pilot is as extensively trained as a pilot.
15. Ships' navigators have to keep their minds on their jobs.

PARTS OF A SENTENCE: SUBJECT COMPLEMENTS

Name ____

DIRECTIONS: *Draw a circle around all subject complements in the sentences below. Then draw an arrow from the complement to the subject.*

1. Mrs. Kahl is a teacher.
2. The patient felt heavy to the stretcher-bearers.
3. The clown's makeup became a mask.
4. The professional pitcher felt happy.
5. The dancers are graceful.
6. Our speaker was a teacher and a writer.
7. We were qualified for the jobs.
8. John Donne was a famous poet and a great preacher.
9. Jeanne was a leading ballerina with a famous ballet troupe.
10. The clown's shoes were long and wide.
11. The receptionist was friendly.
12. Marie is a talented magician.
13. After college, they became accountants.
14. Dick Van Dyke is both a dramatic actor and a comedian.
15. The interpreter appeared flustered.

PARTS OF A SENTENCE: PREDICATE COMPLEMENTS

Name ____

DIRECTIONS: *The subject pronoun -- not the object pronoun -- should be used after linking verbs.*

Subject Pronouns		*Object Pronouns*	
I	*we*	*me*	*us*
you		*you*	*you*
he, she, it	*they*	*him, her, it*	*them*

Use the correct pronoun in these sentences:

1. Was it (he, him) or the plumber that left the water running?
2. It was (she, her) who told the cook to take the day off.
3. "Which one is (he, him)?" asked the customer looking for the agent.
4. That's (he, him) talking to the stock clerk.
5. Was it (he, him) that gave the taxi driver a five-dollar tip?
6. It was (he, him), I think; he's a wealthy sculptor, you know.
7. The only guards around are (he, him) and Mr. Scott.
8. Wasn't it (they, them) who arranged for the photographer to be at the church at nine o'clock?
9. It was (we, us) who arranged for the minister to be there early.
10. It was (she, her) who recommended that pediatrician.
11. The persons to see are the bookkeeper and (I, me).
12. Wasn't it Ralph and (they, them) who talked to the cowhands?
13. Isn't that (he, him) talking to the park manager?
14. The best surveyors in town are Sid Jackson and (he, him).
15. It was Rick and (I, me) who thoughta demolition expert would make a good speaker for our next meeting.
16. Was it (she, her) or Dolly who is looking for a good podiatrist?
17. The gas station attendant said it was (he, him) who discovered that the gas tank had a leak.
18. "Hello, is the chiropractor in?" "Yes, this is (she, her)."

PARTS OF A SENTENCE: DIRECT OBJECTS

Name ____

DIRECTIONS: *Find the direct objects in the 10 sentences and circle them. Underline the simple subject once and the simple verb twice.*

1. The scientists discovered prehistoric animals buried in the snow.

2. The distinguished conductors directed their own compositions.

3. The school of fish paid no attention to the aquanaut.

4. The horticulturist grew orchids and chrysanthemums in the greenhouse.

5. The flagperson waved the signal.

6. The longshore operator lifted the crate.

7. The switch operator moved the lever.

8. A ship's purser checked the accounts.

9. The train engineer blew the whistle at the crossing.

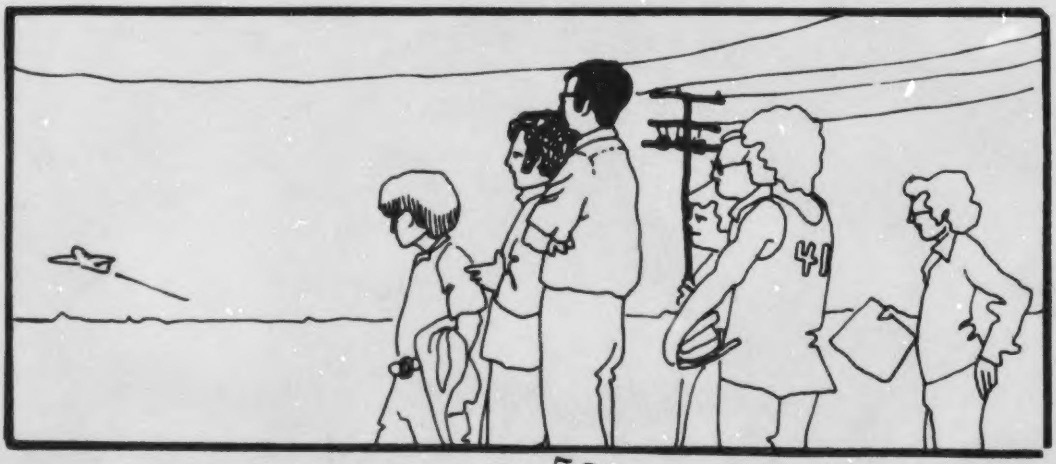
10. The boatswain shouted the orders.

PARTS OF A SENTENCE: INDIRECT OBJECTS

Name ____

DIRECTIONS: *Find the indirect objects in the sentences below and put brackets ⊏ ⊐ around them. Underline the simple subject once, the simple verb twice, and circle the direct objects.*

1. The police officer sold my parents tickets to the ball.
2. The flight attendant gave me a glass of water.
3. The guide gave Jacob clear directions.
4. The waiter showed the tourists the best places to eat.
5. The artist showed me his paintings.
6. The lifeguard gave us lessons.
7. The cashier handed the children balloons.
8. The stenographer gave the typist the notes.
9. The answering service read the doctor the messages.
10. The disc jockey awarded the contest winner an album.



DIAGRAMING SENTENCES

Name ____

DIRECTIONS: Diagram the sentences on the previous assignment sheets:

		PAGE
1.	Subjects and Predicates	LA-30 - (1-10 only)
2.	Direct Objects	LA-33
3.	Indirect Objects	LA-34
4.	Subject Complements	LA-31
5.	Prepositions	LA-24

CLAUSES

Name ____

DIRECTIONS: *Copy the subordinate clause from each of the following sentences. Underline the subject of the clause once and the verb twice. Then tell whether the clause was an adjective, an adverb, or a noun clause.*

EXAMPLE: Some historians believe that bowling originated from a religious ceremony.

that bowling originated from a religious ceremony-N

1. Leonardo da Vinci was the artist who painted the "Mona Lisa".

2. Robert Frost, who for many years was the unofficial poet laureate of America, died in 1963.

3. Here is a picture of the person whom the police want.

4. The politician whose speech the public is interested in might be elected.

5. After seven rounds, the old fighter felt as if hundred-pound weights were chained to the gloves.

6. The crew on the ship worked hard until the storm subsided.

7. They want to be forest rangers after they graduate from school.

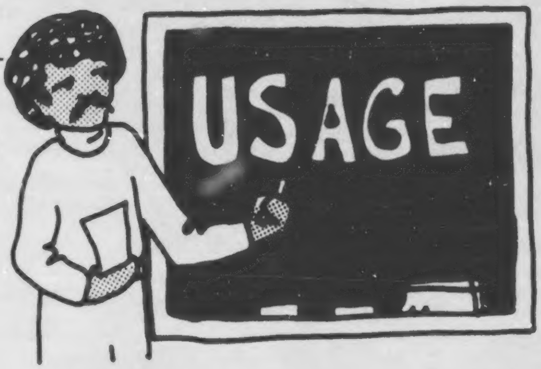
8. Pygmalion was a famous sculptor who supposedly made a woman from stone.

9. The police officer quickly filled out a ticket for the car which ran the red light.

10. The athlete who is in such fine physical shape was once a trapeze artist.

USAGE

NAME ______________________________



DIRECTIONS: *Number your paper 1-20. After each number, write the correct answer/answers. You will notice that these sentences concern a career in teaching.*

1. Have you (chose, chosen) a career yet?

2. A person must consider (his or her, their) talents before making a career choice.

3. Many jobs require special training and courses, so you must (chose, choose) what you would like to become during your high school year.

4. Many students decide on a career in education as (their, there) future work.

5. Based on an (individual's, individuals) interests, the proper courses are studied in college.

6. Some students in college (has, have) decided to major in primary education, which (cover, covers) grades kindergarten through sixth grade.

7. A friend of mine (don't, doesn't) understand that there (is, are) different kinds of courses to take in secondary education, grades seven through twelve.

8. All of (us, we) teachers have graduated from college after four (years've, years of) study.

9. Either a B.S. or a B.A. Degree is (written, wrote) on a (graduate's, graduates) diploma.

10. Some students don't (ever, never) set up goals for themselves.

11. At one time there (wasn't, weren't) enough teachers for all the schools.

12. Then as more students studied to become teachers, there (was, were) (too, to) many teachers for the available teaching jobs.

13. There isn't (anything, nothing) more discouraging than not finding (a, an) teaching job after graduation.

14. Most colleges (teach, learn) you many important facts but they should (learn, teach) you how to find a job.

USAGE - CONTINUED

15. A teacher in one of my classes (does, do) attend extra classes at night.

16. "You (was, were) smart to pick a career in teaching," the superintendent said to the applicant.

17. Private colleges are more (expensive, expensiver) than public universities.

18. My friend and (I,me) have decided to major in science in secondary education.

19. (Their, There) are few jobs that (are, our) as rewarding as teaching and molding the minds of young people.

20. I've (all ready, already) picked my career. Have you selected (yours, your's)?

THEME TOPICS

DIRECTIONS: *Select one of the following topics listed below and write a two-three page theme.*

1. "What I Will Be Doing Five Years, Ten Years and Fifteen Years From Now."

2. "A Day On My Job As A(n) ____________." (A career choice).

3. "T.V. Career Switch"

   Select a T.V. program and write a script using the original characters in a different unrelated career. Kojak as a banker? Charlie's Angels as circus crew members?

4. "Monday Night T.V."

   Create your own T.V. shows - new characters, occupations, show titles, etc. Make a T.V. Guide for any two-hour period including time, channel, and an editorial description of what will be on the programs.

5. "Space Station"

   You are the Captain of THE U.S.S. ENTERPRISE and need to select 15 people for a lunar space station. It is your job to select people in a variety of careers to become self-sufficient on the station. Whom would you select and why?

6. "Careers In The Future"

   Because of our advances in science and technology, new careers will be open in the future. Use your imagination and describe a future job that will be in existence in the future.

7. A Job Interview"

   Write a play of an interviewer and a job applicant. Select the job, describe the situation, and determine if the applicant is suited for the job by the answers given.

CAREER RESEARCH PROJECT

NAME ________________________________

DIRECTIONS: *Research one of your CAREER CHOICES by completing all the assignments and information below. Staple your work to this sheet and turn in by* ______________
(date)

CAREER ______________________

Complete the following:

1. Write a two-page theme giving your explanation for this career selection.
2. Develop a bibliography of 10 resource books that contain information relating to this topic. Include book title, author, publisher and the date of publication.
3. From your local Telephone Directory, find the address for an establishment that would hire someone in your area and write a sample letter expressing your interest in placement with them.

Complete one of the following and mark your selection:

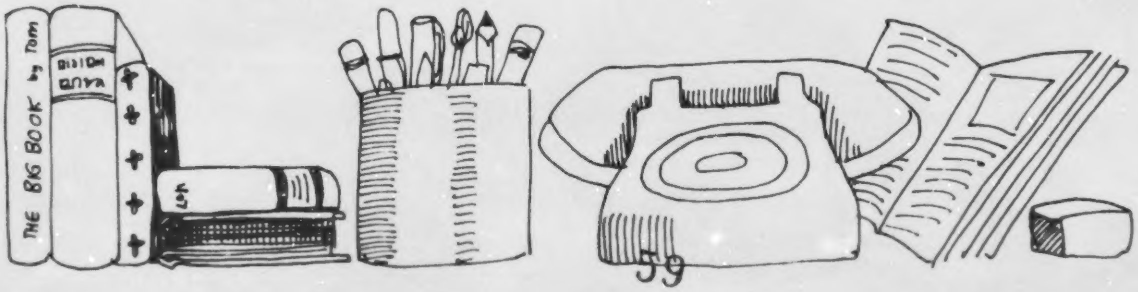
____ 1. Research and write a two-page report on a famous person in this career. Include your source of information.

____ 2. Interview someone who is now employed in this career using the interview form from the book CAREER CORNER-LANGUAGE ARTS. (CE-1 and 2)

____ 3. Role play that you are employed in this position now and prepare a 5-10 minute presentation to your class using as many props as you are able.

Example: uniform, tools and pictures

____ 4. Design a poster depicting your career selection using magazine pictures, newspaper clippings, or your own illustrations.


THE BIG BOOK by Tom

ANSWER SHEETS - LANGUAGE ARTS

SYNONYMS (LA-1)

1. fix
2. work
3. form
4. fire
5. wage
6. outfit
7. beginner
8. quit
9. extras
10. retirement
11. revenue
12. holiday
13. hired
14. proprietor
15. group
16. employer
17. employee
18. talent
19. choose
20. education
21. supervisor
22. career
23. utensils
24. advancement
25. commission
26. cash
27. summary
28. crafts
29. pastime
30. objective

ANTONYMS (LA-2)

1. printed - written
2. vacation - work
3. hourly - weekly
4. full - time, part - time
5. check - cash
6. temperary - permanent
7. lay off - rehire
8. apprentice - journeyman
9. hire - fire
10. applicant - interviewer
11. gross - net
12. employer - employee

HOMONYMS (LA-3)

1. rode
2. scene
3. their
4. sent
5. prints
6. dye
7. brakes
8. week
9. through
10. fare
11. there
12. wrap
13. write
14. made
15. flour

ANSWER SHEETS - LANGUAGE ARTS

CONTRACTIONS (LA-4)

1. doesn't
2. isn't
3. won't
4. that's
5. aren't
6. shouldn't
7. can't
8. don't
9. hasn't
10. must've
11. didn't
12. It's
13. weren't
14. I'll
15. we'd

WORD PAIRS (LA-5)

1. whose
2. your
3. they're
4. It's
5. their
6. Who's
7. you're
8. It's
9. your
10. who's
11. their
12. its

VOWELS (LA-8)

1. short a
2. short a
3. long a
4. long i
5. short i
6. long i
7. short o
8. short e
9. short a
10. short e
11. short i
12. long e
13. short i
14. long i
15. long i
16. short e
17. long e
18. short o
19. long u
20. long o
21. long i
22. long o
23. long e
24. long e
25. long e
26. short a
27. long e
28. short e
29. long i
30. long e

Account
Announcer
Aquanaut
Auctioneer
Boilermaker
Counselor

Oiler
Router
Astronaut
Clown
Cowhand

ANSWER SHEETS - LANGUAGE ARTS

SENTENCES, PUNCTUATION, CAPITALIZATION (LA-9)

When you are thinking about choosing a job, consider all of your possible choices. There are fifteen career clusters or groups. The first group is called "Agri-Business and Natural Resources." In this cluster, people mine resources and raise animals and crops. Jobs that use typewriters, copying machines, and computers are part of the "Business and Office" cluster. The third involves getting information to people through different kinds of media. All activities in building are part of the "Construction" cluster. The fifth cluster, "Consumer and Homemaking", concerns jobs with clothing, food, home furnishing, and family. Next comes jobs involved with ecology. Following is the "Fine Arts and Humanities" cluster with jobs in music, dance, writing, and performing. The eighth cluster involves all careers in health. Jobs that involve leisure activities are in the "Sports and Recreation" cluster. The cluster that has jobs with designing and packaging goods is called "Manufacturing." The "Marine Science" cluster involves all the jobs that pertain to the oceans. The "Marketing and Distribution" cluster contains jobs that are concerned with the retailing of goods. The "Personal Service" cluster concerns working to provide service to people and animals. The cluster on "Public Service" include careers such as, police officers, fire fighters, and teachers. Finally, the last cluster is "Transportation." Which cluster has the kind of jobs that interest you?

ANSWER SHEETS - LANGUAGE ARTS

PUNCTUATION (LA-10)

1. When John graduates, he would like to be a machinist.
2. Singers must devote many years to training and practice, for a musical career is a demanding one.
3. Mary, who enjoys her course in home economics, will be a good homemaker.
4. Ernest Thompson Seton, who was a famous artist-naturalist, was born in England in 1860.
5. Archimedes, the Greek physicist, supposedly made one of his discoveries while taking a bath.
6. You need more practice, Ted, if you are to become a good barber.
7. The travel agent said traveling by boat, however, would take longer.
8. Modern turnpikes, for example, are marvelous feats of engineering.
9. "Play ball!" shouted the umpire.
10. Did the company buyer, bookkeeper, and designer eat lunch together?

PUNCTUATING TITLES (LA-11)

1. *Zip Code Directory*
2. *The Rise and Fall of the Roman Empire*
3. "The Ransom of Red Chief"
   O. Henry's Best Stories
4. "Twas the Night Before Christmas"
5. *Wild Kingdom*
6. *Photography Today*
7. "Talk to the Animals"
   Doctor Dolittle
8. "Save Money by Doing It Yourself"
   House Beautiful
9. *Red Shoes*
10. *Chicago Tribune*
11. *Medical Center*
12. *Redbook*

ANSWER SHEETS - LANGUAGE ARTS

QUOTATION MARKS (LA-12-13)

1. "Where did you attend grammar school?" Mr. Johnson asked the applicant.
2. John questioned, "Will I receive the same benefits as the full time employees?"
3. "In order for our company to employ you," said the personnel director, "it will be necessary for you to have a physical examination."
4. Maria replied,"I am interested in going into the health field, so I know it will be necessary to go on in my education after high school."
5. "I enjoy working with my hands and rebuilding engines," Tom said, "so I know I will enjoy this job."
6. Miss Wilson said, "I need special training to get my job with the police department."
7. As William was leaving the office, he said, "I will be looking forward to working for you."
8. I was a bank teller before I was promoted to the manager of this department," Mr. Smith told the class.
9. "You have to spend time as an apprentice," said Joseph, "before you can become a full mechanic."
10. "Math, science, health, and English were my favorite subjects in school," the employee told his supervisor.

CAPITALIZATION (LA-14)

1. A, Bolivian, English, Africa
2. A, Finnish, Eliel Saarinen, Detroit
3. In, American, New England
4. Speaking, German, Lutheran
5. Did, Dr. Politi, Miss Davidson
6. Can, Officer, Bloom Trail High School
7. One, Ylla
8. Yes, Dr. Carey
9. Jonathan Swift, A Tale of a Tub
10. Yes, Judge Collins
11. Yesterday, Principal Edwards
12. In, Sir Isaac Newton, Samuel F. B. Morse, Alexander Graham Bell

ANSWER SHEET - LANGUAGE ARTS

NOUNS (LA-15)

1. skater
routine
2. accountant
records
transactions
company
3. librarian
number
requests
book
4. guide
United Nations
variety
languages
5. Athletes
hours
training
sessions
sports
6. number
movements
dancers
colors
spotlight
7. comedian
gales
laughter
audience
8. while
throngs
reporters
scene
crime
9. Actors
concern
makeup
costumes
roles
10. skit
ventriloquist
dummy
children
11. member
crew
confidence
pilot
12. detective
pages
pages
reports
13. risks
magician
difficulty
assistant
act
14. President
United States
agreement
leaders
countries
dispute
15. Writers
stories
novels
experiences

PRONOUNS (LA-16)

1. themselves - models
2. you - students
3. his - secretary
4. her - optometrist
5. her - author
her - author
6. his - minister
7. his - farmer
8. her - interpreter
9. his - guard
10. their - bus drivers
we - students

VERBS (LA-17)

1. is answering - action
2. can find - action
3. is - linking
4. represented - action
5. am - linking
6. May request - action
7. is - linking
8. should consult - action
9. asked - action
10. was questioned - action
11. could recommend - action
12. Would be - linking
13. was - linking
14. is - linking
15. was - linking

ANSWER SHEET - LANGUAGE ARTS

SIX TENSES (LA-18)

I hire	we hire
you hire	you hire
(he, she, it) hires	they hire
I hired	we hired
you hired	you hired
he hired	they hired
I shall hire	we shall hire
you will hire	you will hire
he will hire	they will hire
I have hired	we have hired
you have hired	you have hired
he has hired	they have hired
I had hired	we had hired
you had hired	you had hired
he had hired	they had hired
I shall have hired	we shall have hired
you will have hired	you will have hired
he will have hired	they will have hired

ANSWER SHEET - LANGUAGE ARTS

ACTION VERBS (LA-19)

1. rested
2. planned
3. rang
4. talked
5. called
6. calculated
7. Tell
8. does grind
9. swerved
10. scrubbed
11. Call
12. has been working
13. does begin
14. must consult
15. make

LINKING VERBS (LA-20)

1. is
2. Was
3. seems
4. is
5. are
6. were
7. becomes
8. became
9. has been
10. was being
11. appears
12. Was
13. were
14. is becoming
15. have been

IRREGULAR VERBS (LA-21)

1. fallen
2. thrown
3. brought
4. blown
5. knew
6. ridden
7. written
8. set
9. set
10. set
11. laid
12. laid
13. laid
14. lay
15. rise
16. rose
17. raised
18. known

ANSWER SHEET - LANGUAGE ARTS

ADJECTIVES (LA-22)

1. a -- pediatrician
small -- children
squirming -- children
crying -- children

2. The -- waiter
observant -- waiter
the -- table
corner -- table
the -- soup
hot -- soup
steaming -- soup

3. my -- dog
barking -- dog
the -- veterinarian
its -- shot
yearly -- shot
rabies -- shot

4. The -- pharmacist
five -- prescriptions
closing -- time

5. the -- upholsterer
nearby -- upholsterer
plaid -- material
my -- chair
overstuffed -- chair

6. The -- operator
telephone -- operator
calm -- operator
the -- connection
emergency -- connection

7. The -- pharmacologist
an -- inventory
annual -- inventory
relief-giving -- medicines
the -- shelves
neat -- shelves

8. a -- surveyor
the -- garage
two-car -- garage
their -- property
village -- property

9. A -- photoengraver
dangerous -- chemicals

10. A -- stonemason
excellent -- care
the -- tools
cutting -- tools

PREPOSITIONS (LA-24)

1. about the arrangements
for the funeral

2. to the mill
with the tools

3. With the utmost
of care
of instruments

4. for help

5. in the holding
of wood
against the edge
of the cutting tool

6. with the sod and plants

7. into the setting

8. about your gall bladder

9. about the orchard
before the frost

10. of time
in the library

ANSWER SHEET - LANGUAGE ARTS

INTERJECTIONS (LA-26)

1. Oh!
2. Wow!
3. Well,
4. Help!
5. Hurrah!
6. Ah!
7. Whew!
8. Well,
9. Whee!
10. Oh!

GERUNDS (LA-27)

1. Typing - subject
2. presenting a point - object of preposition
3. dancing - direct object
4. healing the sick - object of preposition
5. Adjusting a carburetor - subject
6. Sweeping the floor - subject
7. writing music - predicate complement
8. growing of plants - direct object
9. Driving the roads - subject
10. performing before the President and the First Lady - object of preposition

PARTICIPLES (LA-28)

1. (Coming) in for a landing
2. (broken) in many pieces
3. (Standing) on the corner
4. (exploring) the cave
5. (Damaged) in an accident
6. (Confused) by the questions
7. (Studying) for several hours
8. (Laid) aside for cold weather
9. (Risking their lives
   (burning)
10. (Tired) from the long walk

ANSWER SHEET - LANGUAGE ARTS

INFINITIVES (LA-29)

1. to check for errors - N.
2. To mold a head - N.
3. to instruct the children - N.
4. to know - N.
   to run the race - N.
5. to burn - Adj.
6. to cover important events - Adv.
7. to write - Adj.
8. to defend themselves - Adv.
9. To get the highest price - N.
10. to find a clue - Adv.
    to break the case - Adv.

SUBJECTS AND PREDICATES (LA-30)

1. The ticket agent / was certainly kept busy.
2. The pilot of the plane / had a great deal of experience.
3. The tower controller / waited breathlessly.
4. The movie star / signed autographs for hours.
5. The Senate and the House / are in session.
6. The captain and his crew / battled the storm and prayed for better weather.
7. A violinist / played gypsy music during dinner.
8. The nervous radio announcer / stammered several times.
9. Our small puppy / barked at the postal carrier.
10. The model/ walked across the platform and turned around.
11. A reservationist / must have a pleasant telephone voice.
12. Hand your claim ticket to the baggage clerk. (You)
13. The conductor / worried about the comfort of his passengers.
14. A co-pilot / is as extensively trained as a pilot.
15. Ships' navigators/have to keep their minds on their jobs.

ANSWER SHEET - LANGUAGE ARTS

SUBJECT COMPLEMENTS (LA-31)

1. Mr. Kahl is a (teacher).
2. The patient felt (heavy) to the stretcher-bearers.
3. The clown's makeup became a (mask).
4. The professional pitcher felt (happy).
5. The dancers are (graceful).
6. Our speaker was a (teacher) and a (writer).
7. We were (qualified) for the jobs.
8. John Donne was a famous (poet) and a great (preacher).
9. Jeanne was a leading (ballerina) with a famous ballet troupe.
10. The clown's shoes were (long) and (wide).
11. The receptionist was (friendly).
12. Marie is a talented (magician).
13. After college, they became (accountants).
14. Dick Van Dyke is both a dramatic (actor) and a (comedian).
15. The interpreter appeared (flustered).

PREDICATE COMPLEMENTS (LA-32)

1. he
2. she
3. he
4. he
5. he
6. he
7. he
8. they
9. we
10. she
11. I
12. they
13. he
14. he
15. I
16. she
17. he
18. she

DIRECT OBJECTS (LA-33)

1. The scientists discovered prehistoric (animals) buried in the snow.
2. The distinguished conductors directed their own (compositions).
3. The school of fish paid no (attention) to the aquanaut.
4. The horticulturist grew (orchids) and (chrysanthemums) in the greenhouse.
5. The flagperson waved the (signal).
6. The longshore operator lifted the (crate).
7. The switch operator moved the (lever).
8. A ship's purser checked the (accounts).
9. The train engineer blew the (whistle) at the crossing.
10. The boatswain shouted the (orders).

ANSWER SHEET - LANGUAGE ARTS

INDIRECT OBJECTS (LA-34)

1. The police officer sold my [parents] (tickets) to the ball.
2. The flight attendant gave [me] a (glass) of water.
3. The guide gave [Jacob] clear (directions).
4. The waiter showed the /tourists/ the best (places) to eat.
5. The artist showed [me] his (paintings).
6. The lifeguard gave [us] (lessons).
7. The cashier handed the [children] (balloons).
8. The stenographer gave the [typist] the (notes).
9. The answering service read the [doctor] the (messages).
10. The disc jockey awarded the contest [winner] an (album).

CLAUSES (LA-36)

1. who painted the Mona Lisa - Adj.
2. who for many years was the unofficial poet laureate of America - Adj.
3. whom the police want - Adj.
4. whose speech the public is interested in - Adj.
5. as if hundred-pound weights were chained to the gloves - Adv.
6. until the storm subsided - Adv.
7. after they graduate from school - Adv.
8. who supposedly made a woman from stone - Adj.
9. which ran the red light - Adj.
10. who is in such fine physical shape - Adj.

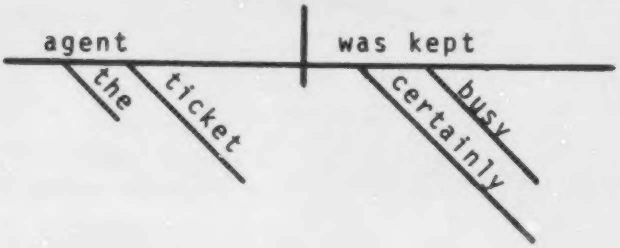
USAGE (LA-37,38)

1. chosen
2. his or her
3. choose
4. their
5. individual's
6. have, covers
7. doesn't, are
8. us, years of
9. written, graduate's
10. ever
11. weren't
12. were, too
13. anything, a
14. teach, teach
15. does
16. were
17. expensive
18. I
19. There, are
20. already, yours

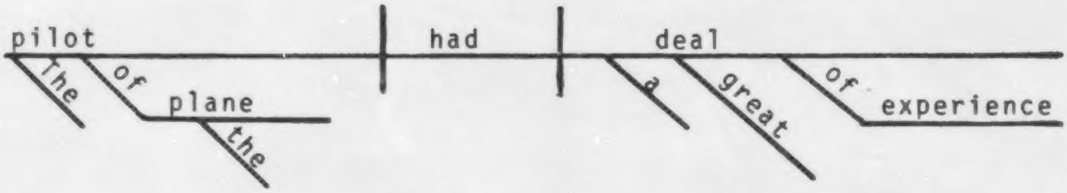
ANSWER SHEET - LANGUAGE ARTS

Diagraming Subjects and Predicates (LA-35)

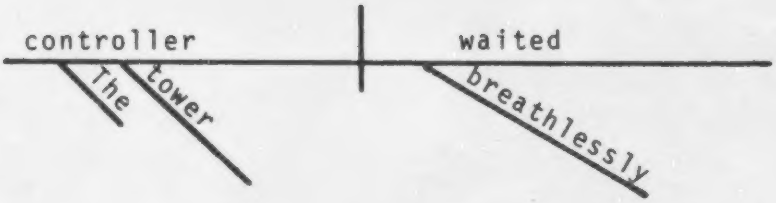
1.


agent
the
ticket
was kept
certainly
busy

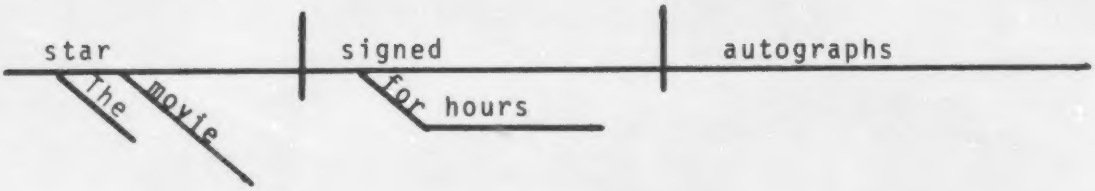
2.


pilot
The
of
plane
the
had
deal
a
great
of
experience

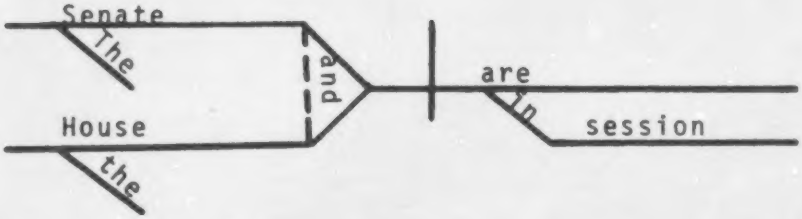
3.


controller
The
tower
waited
breathlessly

4.


star
The
movie
signed
for
hours
autographs

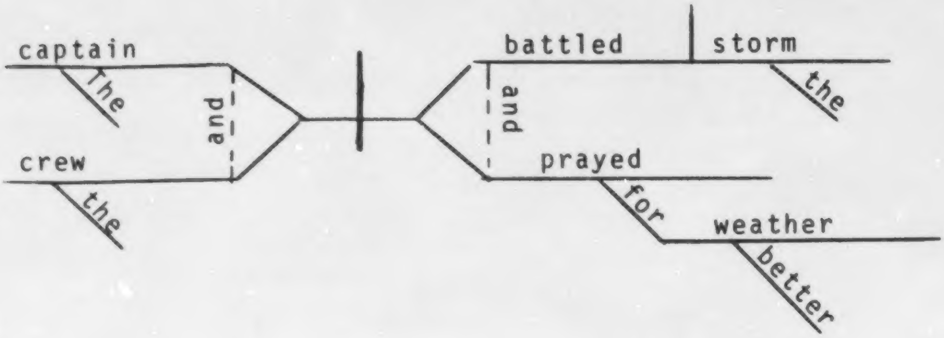
5.


Senate
The
House
the
and
are
in
session

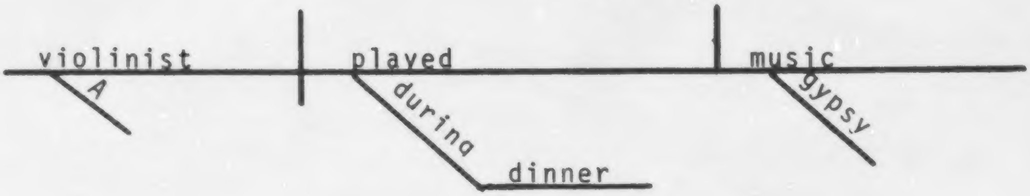
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Subjects and Predicates (LA-35)

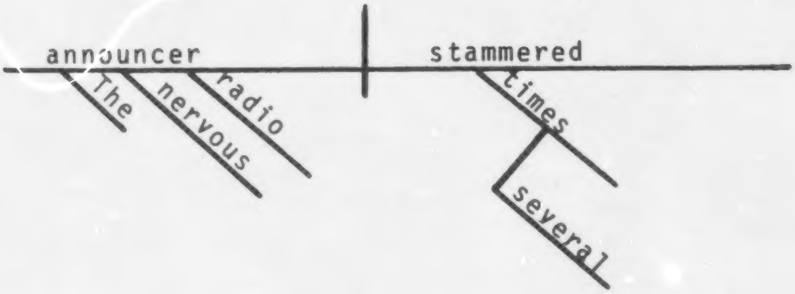
6.


captain
The
crew
the
and
battled
storm
the
and
prayed
for
weather
better

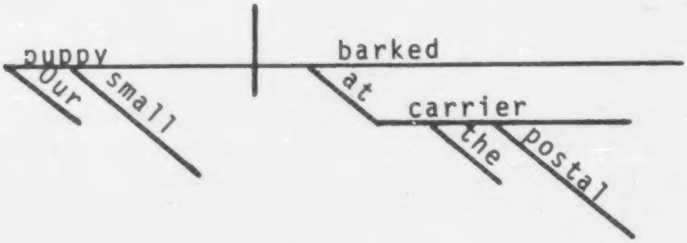
7.


violinist
A
played
during
dinner
music
gypsy

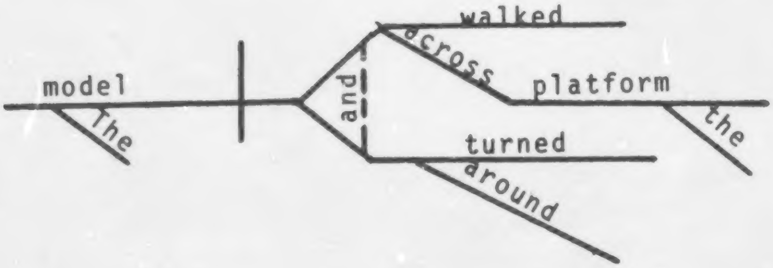
8.


announcer
The
nervous
radio
stammered
times
several

9.


puppy
Our
small
barked
at
carrier
the
postal

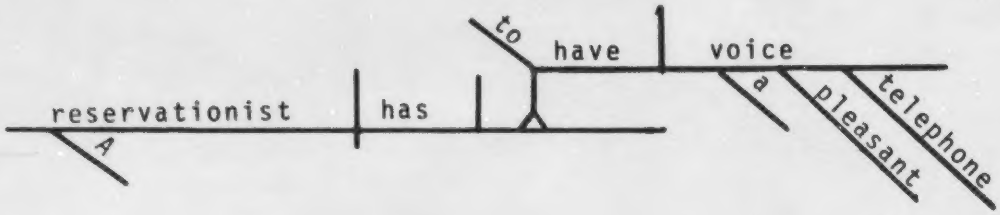
10.


model
The
and
walked
across
platform
the
turned
around

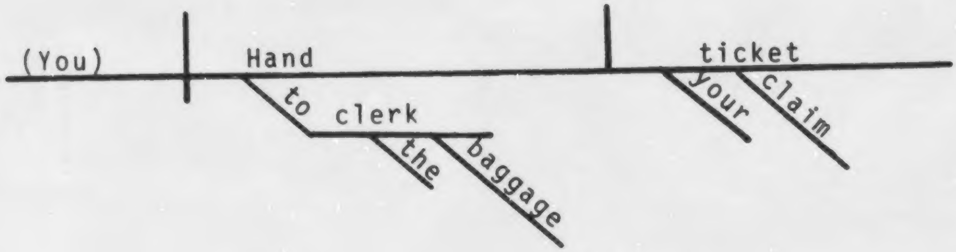
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Subjects and Predicates (LA-35)

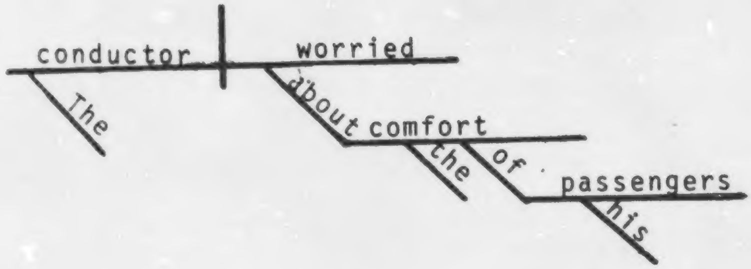
11.


reservationist
A
has
to
have
voice
a
pleasant
telephone

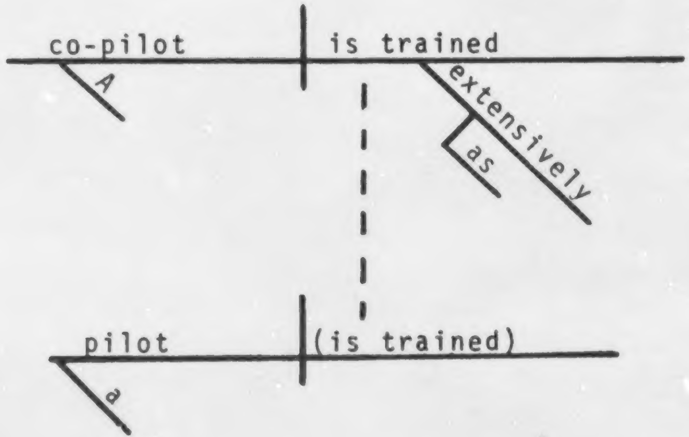
12.


(You)
Hand
to
clerk
the
baggage
ticket
your
claim

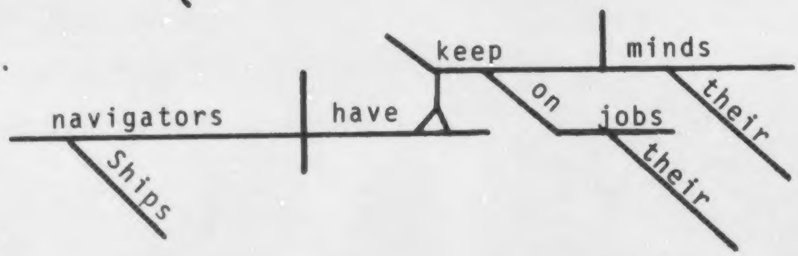
13.


conductor
The
worried
about
comfort
the
of
passengers
his

14.


co-pilot
A
is trained
extensively
as
pilot
a
(is trained)

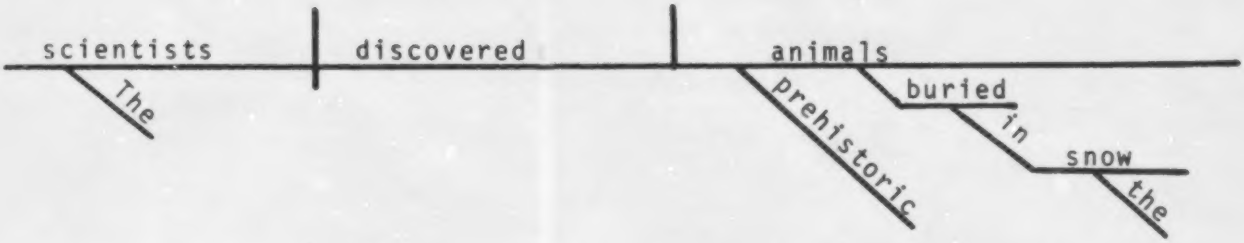
15.


navigators
Ships
have
keep
on
jobs
their
minds
their

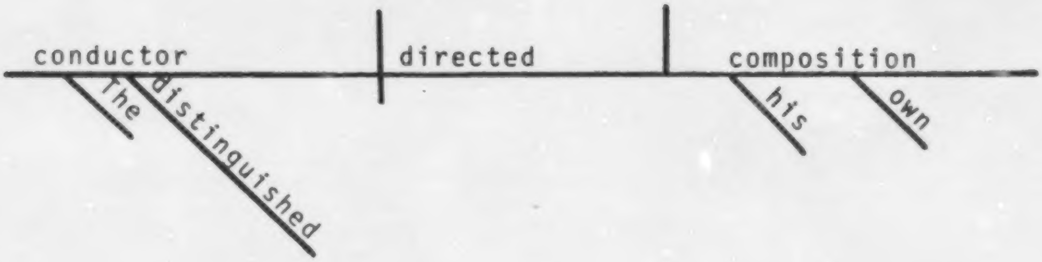
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Direct Objects (LA-35)

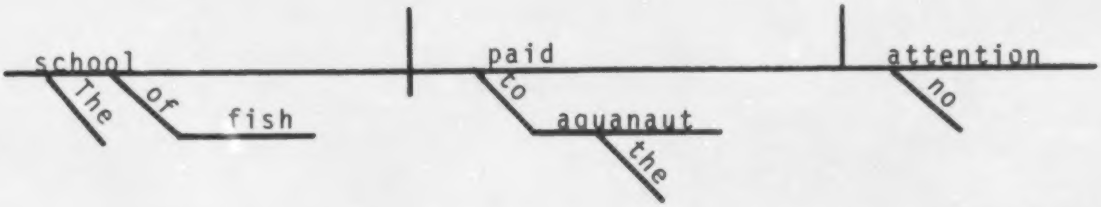
1.


scientists
The
discovered
animals
prehistoric
buried
in
snow
the

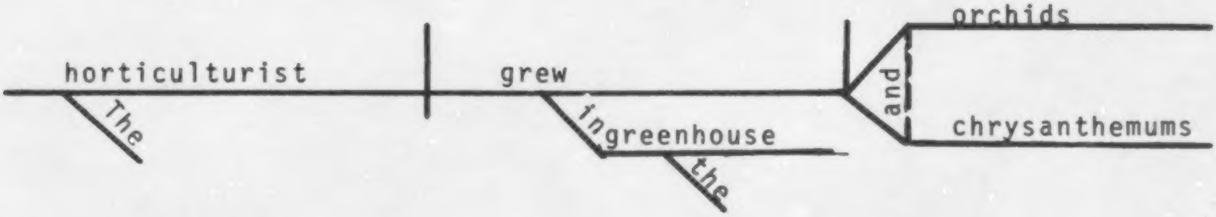
2.


conductor
The
distinguished
directed
composition
his
own

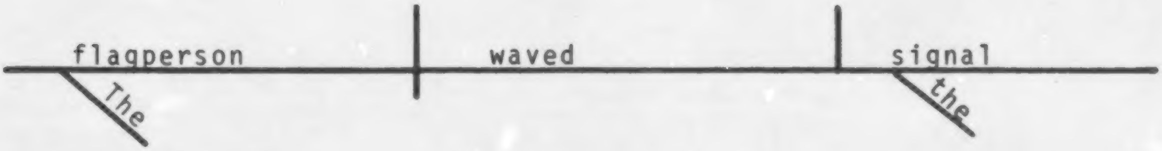
3.


school
The
of
fish
paid
to
aquanaut
the
attention
no

4.


horticulturist
The
grew
in
greenhouse
the
orchids
and
chrysanthemums

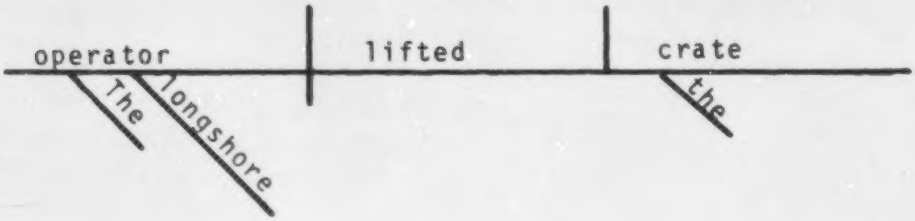
5.


flagperson
The
waved
signal
the

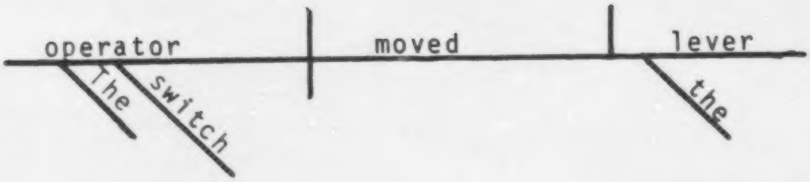
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Direct Objects (LA-35)

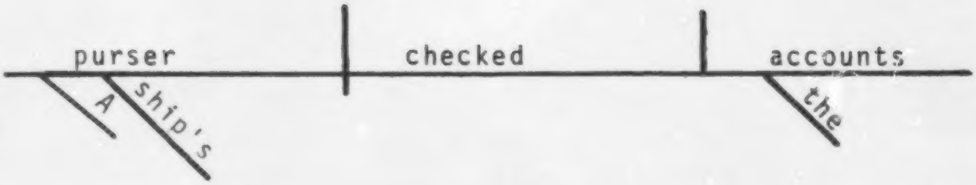
6.


operator
The
longshore
lifted
crate
the

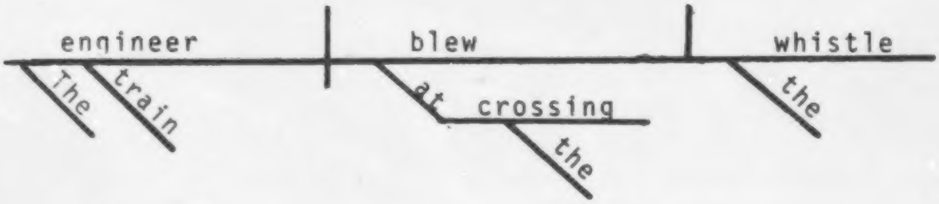
7.


operator
The
switch
moved
lever
the

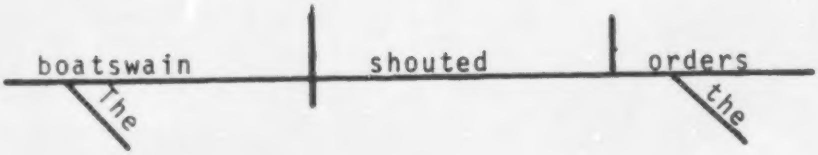
8.


purser
A
ship's
checked
accounts
the

9.


engineer
The
train
blew
at
crossing
the
whistle
the

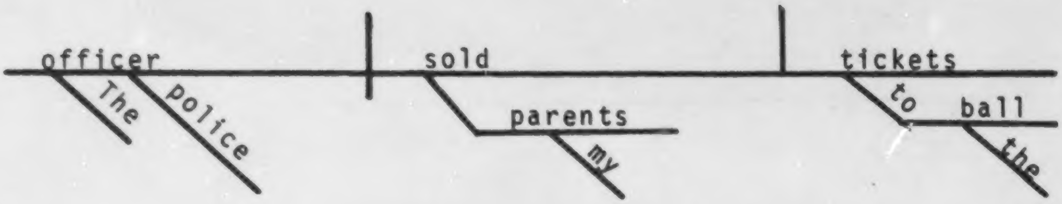
10.


boatswain
The
shouted
orders
the

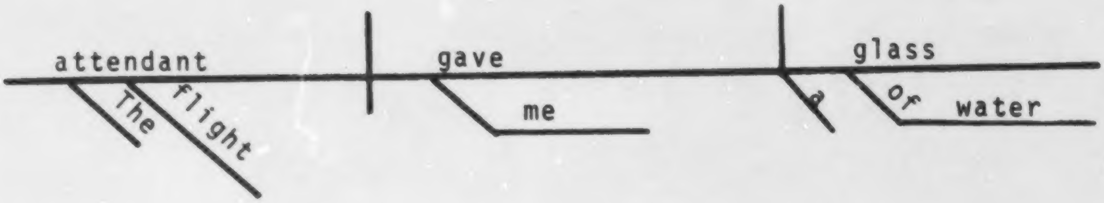
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Indirect Objects (LA-35)

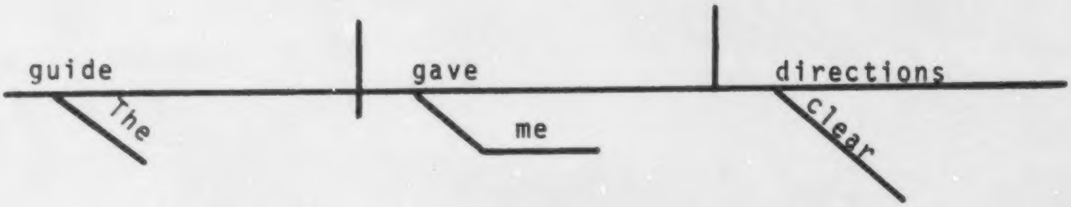
1.


officer
The
police
sold
parents
my
tickets
to
ball
the

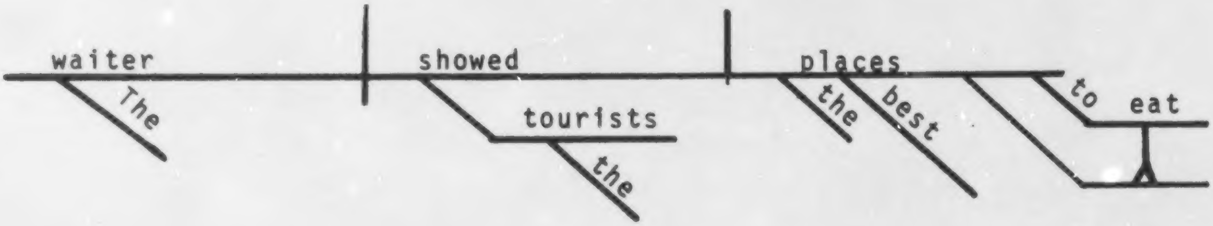
2.


attendant
The
flight
gave
me
glass
a
of
water

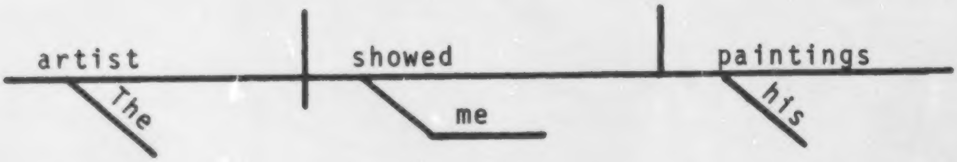
3.


guide
The
gave
me
directions
clear

4.


waiter
The
showed
tourists
the
places
the
best
to
eat

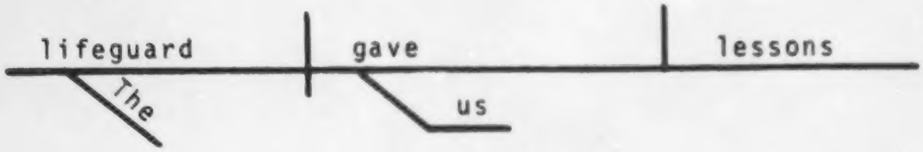
5.


artist
The
showed
me
paintings
his

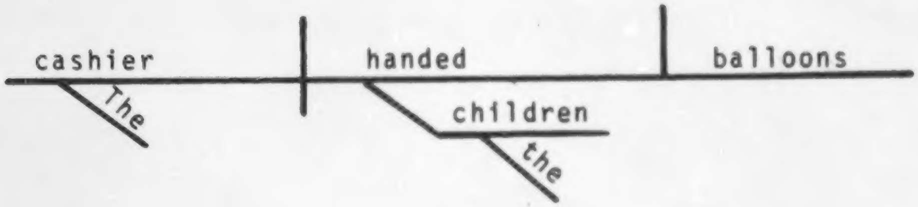
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Indirect Objects (LA-35)

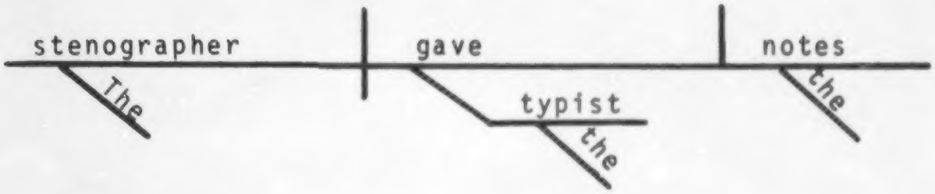
6.


lifeguard
The
gave
us
lessons

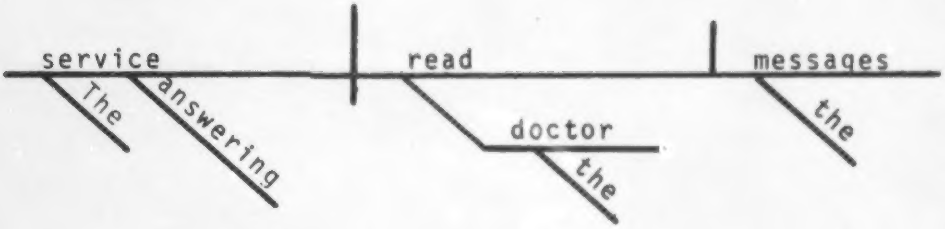
7.


cashier
The
handed
children
the
balloons

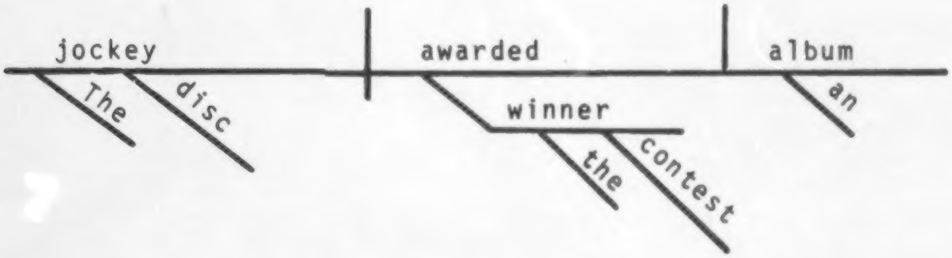
8.


stenographer
The
gave
typist
the
notes
the

9.


service
The
answering
read
doctor
the
messages
the

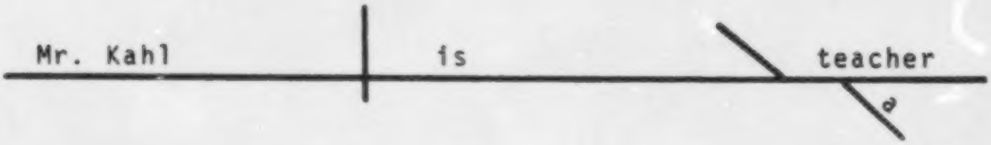
10.


jockey
The
disc
awarded
winner
the
contest
album
an

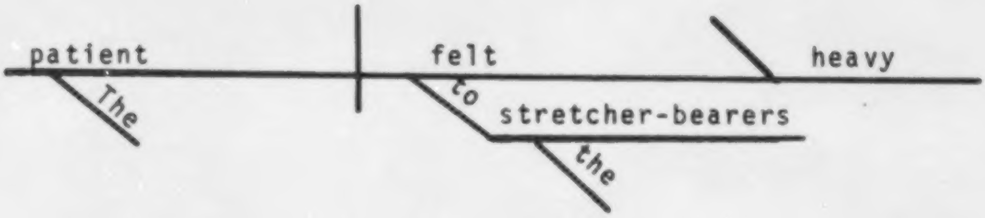
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Subject Complements (LA-35)

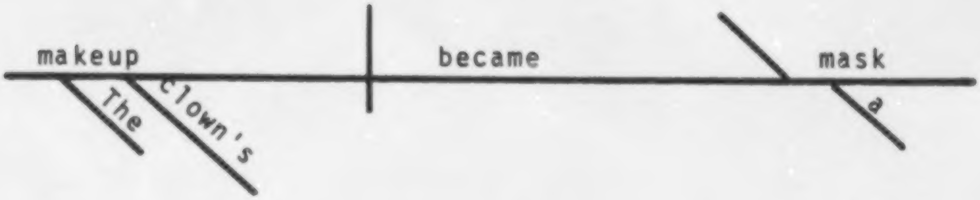
1.


Mr. Kahl
is
teacher
a

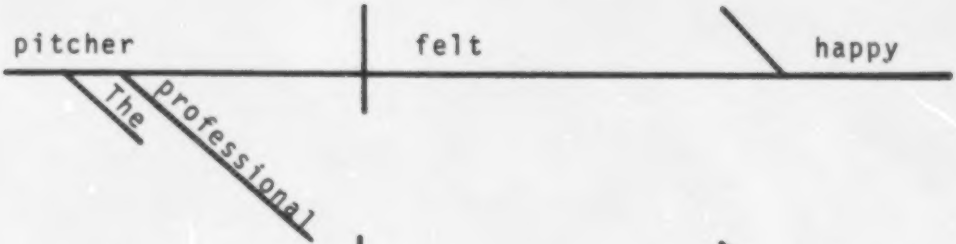
2.


patient
The
felt
heavy
to
stretcher-bearers
the

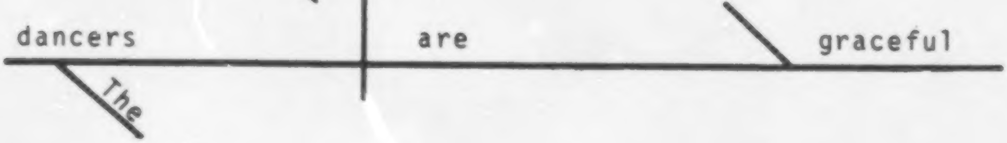
3.


makeup
The
clown's
became
mask
a

4.


pitcher
The
professional
felt
happy

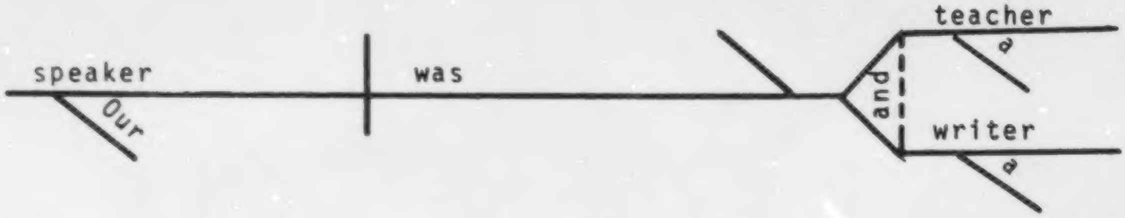
5.


dancers
The
are
graceful

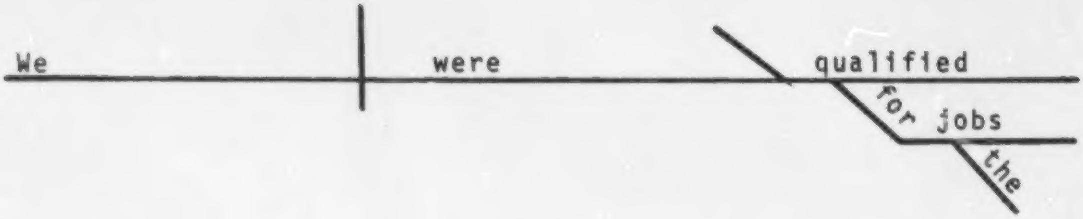
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Subject Complements (LA-35)

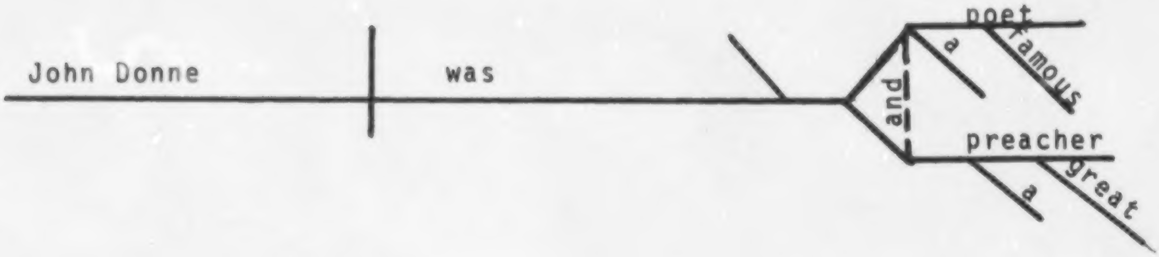
6.


speaker
Our
was
teacher
a
and
writer
a

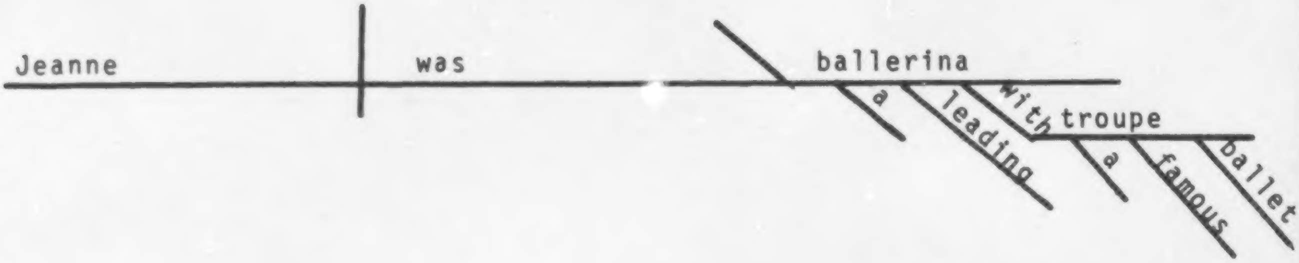
7.


We
were
qualified
for
jobs
the

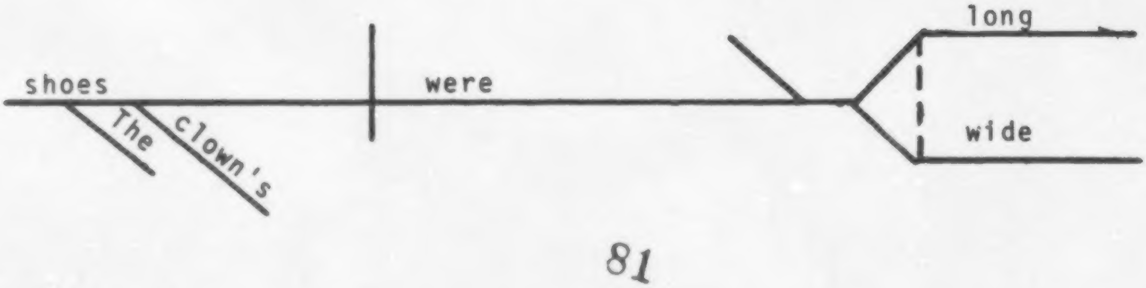
8.


John Donne
was
poet
a
famous
and
preacher
a
great

9.


Jeanne
was
ballerina
a
leading
with
troupe
a
famous
ballet

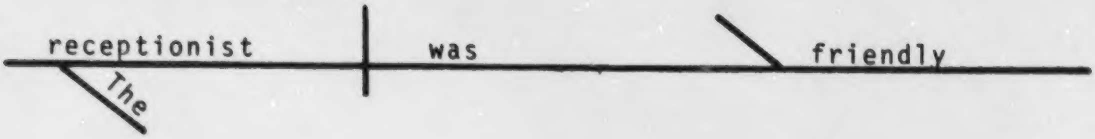
10.


shoes
The
clown's
were
long
wide

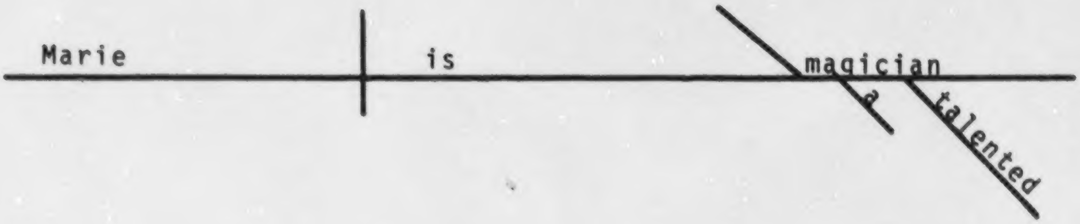
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Subject Complements (LA-35)

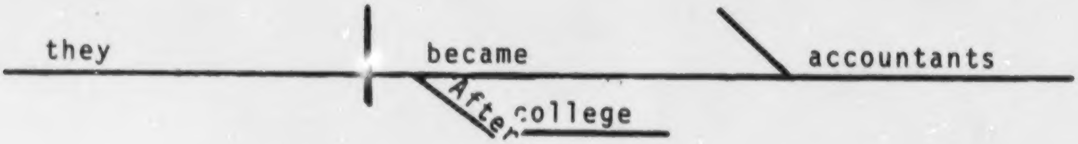
11.


receptionist
The
was
friendly

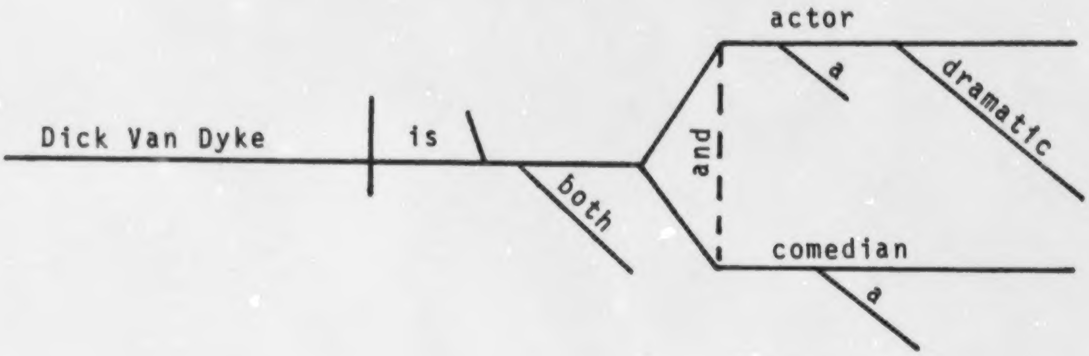
12.


Marie
is
magician
a
talented

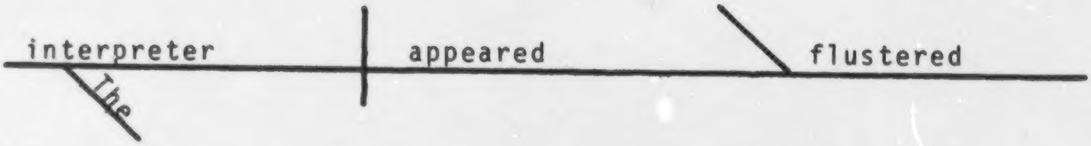
13.


they
became
After
college
accountants

14.


Dick Van Dyke
is
both
actor
a
dramatic
and
comedian
a

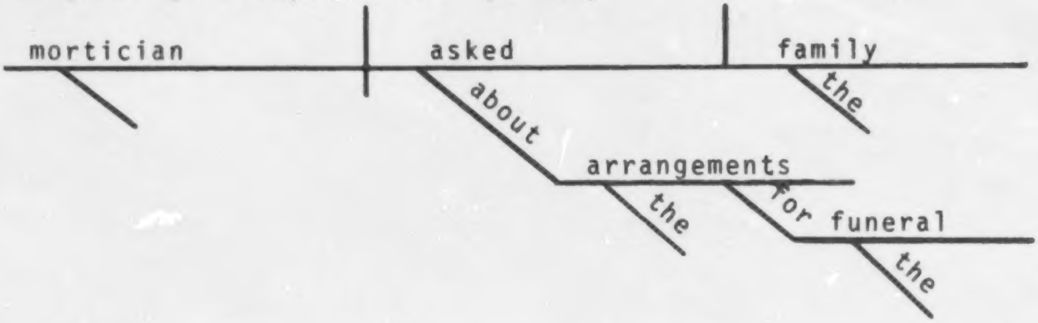
15.


interpreter
The
appeared
flustered

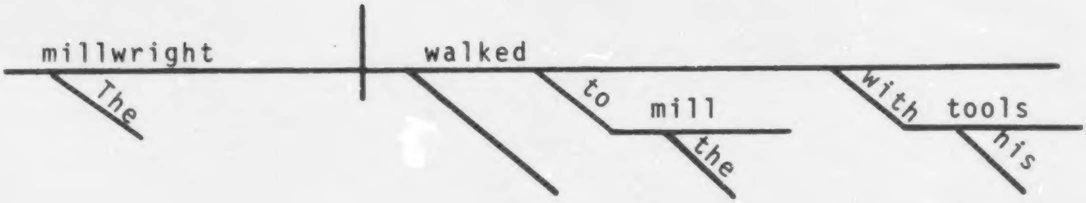
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Prepositions (LA-35)

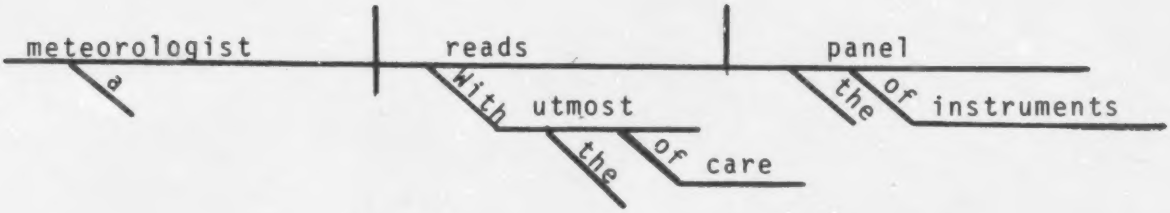
1.


mortician
asked
family
the
about
arrangements
the
for
funeral
the

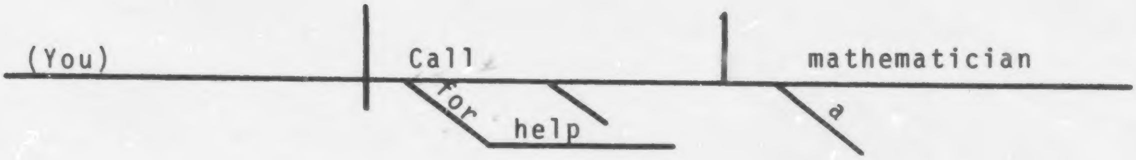
2.


millwright
The
walked
to
mill
the
with
tools
his

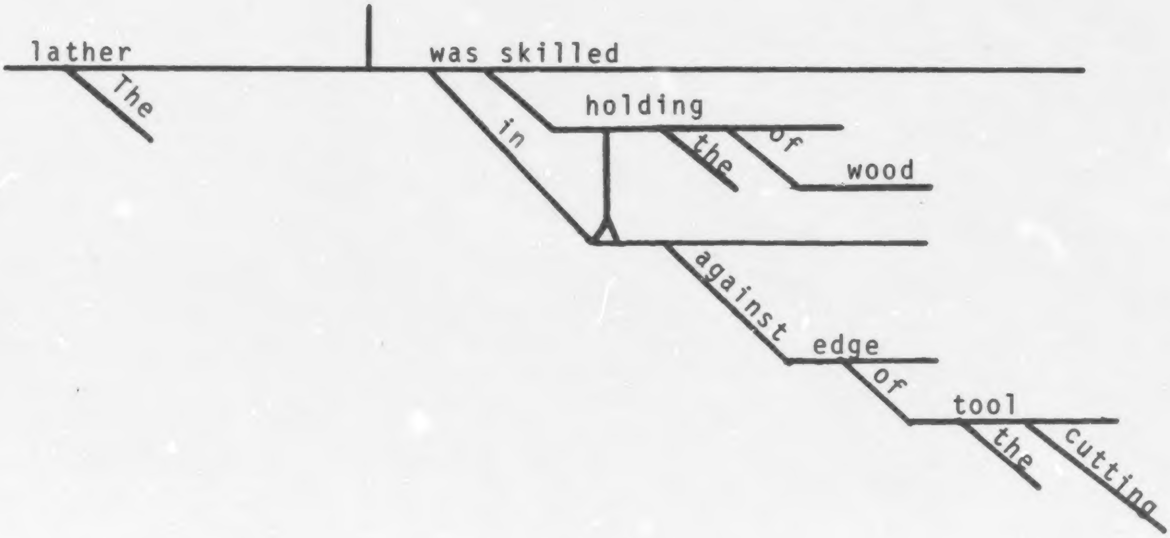
3.


meteorologist
a
reads
with
utmost
the
of
care
panel
the
of
instruments

4.


(You)
Call
for
help
mathematician
a

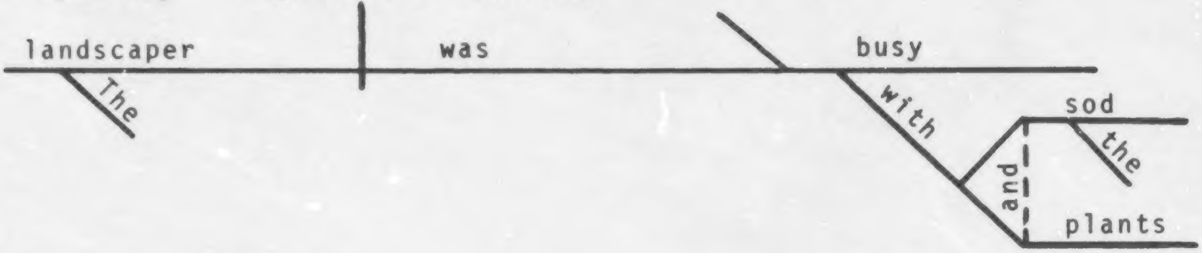
5.


lather
The
was skilled
in
holding
the
of
wood
against
edge
of
tool
the
cutting

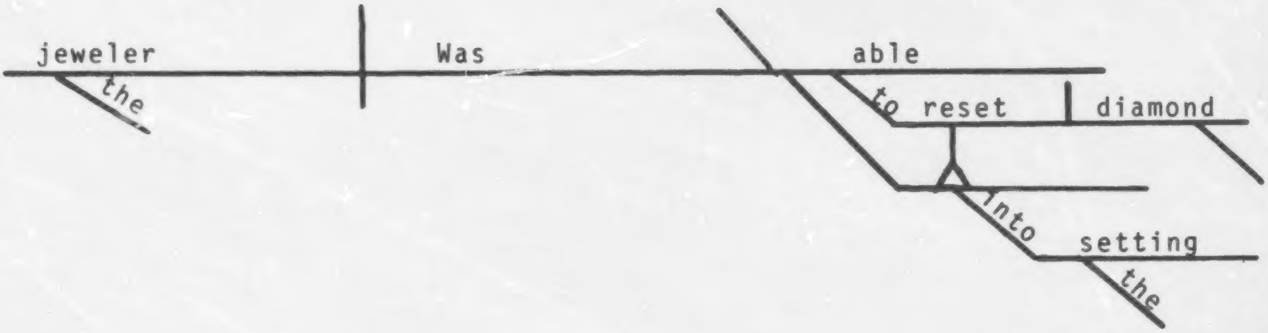
ANSWER SHEET - LANGUAGE ARTS

Diagraming - Prepositions (LA-35)

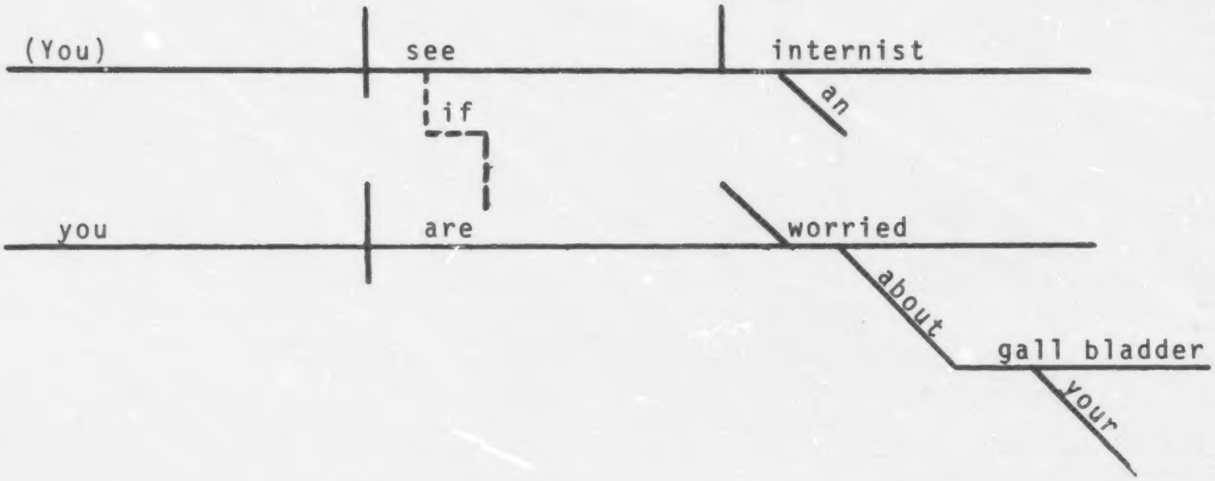
6.


landscaper
The
was
busy
with
and
sod
the
plants

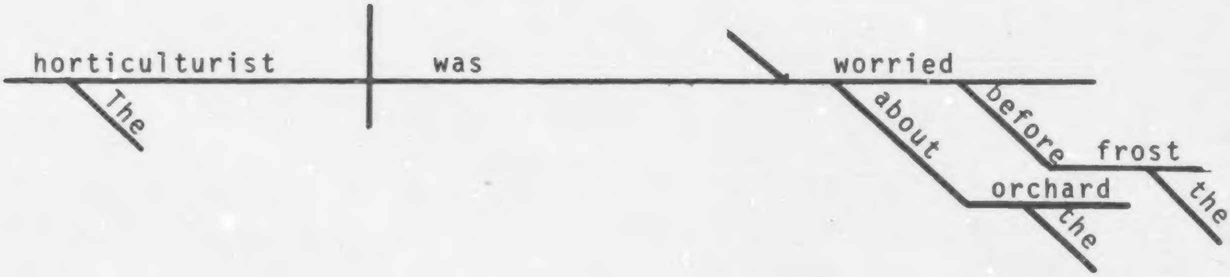
7.


jeweler
the
Was
able
to
reset
diamond
into
setting
the

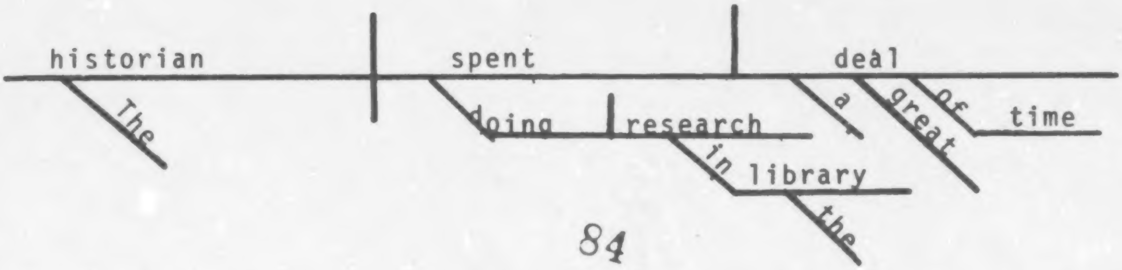
8.


(You)
see
internist
an
if
you
are
worried
about
gall bladder
your

9.


horticulturist
The
was
worried
about
orchard
the
before
frost
the

10.


historian
The
spent
doing
research
in
library
the
deal
a
great
of
time

CE-1

WHO'S WHO IN YOUR SCHOOL?

DIRECTIONS: *There are many jobs in or around your school that require different job skills and job responsibilities. Write the name of a person in YOUR school who has that job, two of their* JOB SKILLS *and two of their* JOB RESPONSIBILITIES. IF YOU DON'T KNOW, IT IS TIME YOU ASKED!

JOB AND NAME	JOB SKILLS	JOB RESPONSIBILITIES
Teacher	____________________	____________________
____________________	____________________	____________________
Librarian	____________________	____________________
____________________	____________________	____________________
Principal	____________________	____________________
____________________	____________________	____________________
Counselor	____________________	____________________
____________________	____________________	____________________
Crossing Guard	____________________	____________________
____________________	____________________	____________________
Custodian	____________________	____________________
____________________	____________________	____________________
Speech Therapist	____________________	____________________
____________________	____________________	____________________
Secretary	____________________	____________________
____________________	____________________	____________________
Bus Driver	____________________	____________________
____________________	____________________	____________________

INTERVIEWING

DIRECTIONS: *Asking questions is a valuable learning experience. Use the following form to INTERVIEW people about their jobs and record their answers. Report to your class what you have learned.*

OPTIONS: *Use a tape recorder during your interview. Additions to these questions could be made.*

INTERVIEWER ____________________ DATE ______________

INTERVIEWEE ____

JOB TITLE ____

PLACE OF EMPLOYMENT _________________________________

* * *

1. What do you do on your job? ______________________________

____

2. What kind of tools do you use? ___________________________

____

3. Do you need to wear a special uniform? _________ why? __________

____

4. What do you feel is the hardest part of your job? _____________

____

5. What do you like the most about what you are doing? ___________

____

6. What educational requirements or experience was needed? ________

____

7. Is this job equally open to men and women? _________________

____

8. About how much money does a person starting out make? _________

9. What fringe benefits do you have? _________________________

____

10. What would you like to change about this job? ______________

____

INTERVIEWING - CONTINUED

11. Does your job affect your personal life? ________ How ? ______

____

12. Are there any opportunities for advancement in this job? _____

What are they? ____

13. What kinds of jobs did you have before this one? _____________

____

14. What helped you to decide that this is what you wanted to do?

____

15. If students in my class were interested in your line of work, what subjects would be helpful to them in school now? ________

____

16. If we wanted to learn more about this job, do you know where we could get more information? ______________________________

____

____

17. What time do you start your work day? __________ End? _________

18. What do you think you will be doing five years from now? _____

____

* * *

TO THE STUDENT: *Write down any additional information that you have about this job or any additional questions that you were interested in asking.*

____

____

____

____

____

____

CAREER CLUSTERS

1. **Agri-Business and Natural Resources**
   Removing nature's riches from the earth and using the land to raise animals and crops. Jobs with oil, trees, rocks, animals and plants.

2. **Business and Office**
   Typing, storing, studying, and distributing records of people's work. Jobs with typewriters, computers, copying machines and records.

3. **Communications and Media**
   Getting information to people. Jobs with telephones, telegraphs, magazines, newspapers, books, radio and television.

4. **Construction**
   All activities in building. Jobs with cement, plastic, wire, and tile.

5. **Consumer and Homemaking**
   Jobs with food, clothing and textiles, home furnishing, and families.

6. Environment
The protecting and saving of the natural things around us, including the repair of damage man has done. Jobs are concerned with land, water, air, and all living things.

7. Fine Arts and Humanities
Creating, writing, performing, and studying. Jobs with music, plays, dance, poetry, art novels, history and languages.

8. Health
Care and repair of the human body and mind.

9. Hospitality and Recreation
Jobs related to spare or leisure time activities. Jobs in parks, hotels, clubs, sports, amusements, and hobbies.

10. Manufacturing
The making of anything not found in nature. Designing, assembling, producing, packaging, advertising, and transporting.

11. **Marine Science**
All jobs concerning the oceans and the plants, animals, and minerals in the oceans. Fishing, growing, studying, exploring, and harvesting.

12. **Marketing and Distribution**
Getting goods and services to the customer. Jobs in buying from the manufacturer, shipping, storing, advertising, and selling.

13. **Personal Services**
Working on or near individual people or animals. Barbering, hairstyling, undertaking, pet grooming, boarding, and training.

14. **Public Services**
Work which benefits groups of people. Teachers, police, fire fighters, government workers, military, and public utilities.

15. **Transportation**
Moving people and goods from one place to another. Airlines, railroads, ships, trucks, and buses.

CE-7

CAREER CLUSTERS

NAME ______________________________

DIRECTIONS: *Write TWO jobs that would be categorized into the following* CAREER CLUSTERS.

1. AGRI-BUSINESS AND NATURAL RESOURCES ____________________ ____________________
2. BUSINESS AND OFFICE ____________________ ____________________
3. COMMUNICATION AND MEDIA ____________________ ____________________
4. CONSTRUCTION ____________________ ____________________
5. CONSUMER AND HOMEMAKING ____________________ ____________________
6. ENVIRONMENT ____________________ ____________________
7. FINE ARTS AND HUMANITIES ____________________ ____________________
8. HEALTH ____________________ ____________________
9. HOSPITALITY AND RECREATION ____________________ ____________________
10. MANUFACTURING ____________________ ____________________
11. MARINE SCIENCE ____________________ ____________________
12. MARKETING AND DISTRIBUTION ____________________ ____________________
13. PERSONAL SERVICE ____________________ ____________________
14. PUBLIC SERVICE ____________________ ____________________
15. TRANSPORTATION ____________________ ____________________

CE-8

Name ____

DIRECTIONS: *Write the* *CLUSTER NUMBER* *after each job title.*

1. Agri-Business and Natural Resources
2. Business and Office
3. Communication and Media
4. Construction
5. Consumer and Homemaking
6. Environment
7. Fine Arts and Humanities
8. Health
9. Hospitality and Recreation
10. Manufacturing
11. Marine Science
12. Marketing and Distribution
13. Personal Service
14. Public Service
15. Transportation

Oceanographer ________

Teacher ________

Secretary ________

Telephone Operator ________

Electrician ________

Artist ________

Pharmacist ________

Forest Ranger ________

Beautician/Barber ________

FBI Agent ________

Ski Instructor ________

Pilot ________

Cement Mason ________

Grocery Clerk ________

Actor/Actress ________

Newspaper Editor ________

Computer Analyst ________

Psychiatrist ________

Geologist ________

Bus Driver ________

Mayor ________

Army General ________

Golf Pro ________

Assembly Line Worker ________

Dog Trainer ________

Boxer ________

Dock Worker ________

Salesperson ________

Interpreter ________

Accountant ________

Race Car Driver ________

Horticulturist ________

Interior Decorator ________

Insurance Broker ________

Drummer ________

Disc Jockey ________

Contractor ________

Shipping Clerk ________

Restaurant Manager ________

Stewardess/Steward ________

Marine Biologist ________

Babysitter ________

Camera Operator ________

Football Player ________

CE-9

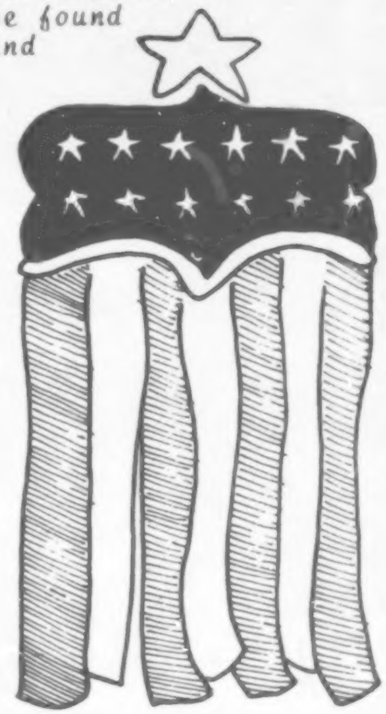
SKILLS AND CAREER POSSIBILITIES

NAME ____

DIRECTIONS: *Read the story in the left-hand column. List the SKILLS that are possessed by the persons in the story. Then list the careers that are possible to them.*

	SKILLS INDICATED	CAREER POSSIBILITIES
Al and Elaine lived on a farm all their lives. They have done early morning chores since they were eight. They have run various kinds of farm equipment and have participated in planting crops and taking care of livestock.	____________ ____________ ____________ ____________	____________ ____________ ____________ ____________
The twins have made most of their own clothes for the past four years. They draw their own birthday cards, too. When they estimated the cost of their homemade wardrobe, they found that they had saved $175.00	____________ ____________ ____________ ____________	____________ ____________ ____________ ____________
Chris was a member of the pep club for the basketball and football teams in high school, and was elected the club's treasurer for two years.	____________ ____________ ____________ ____________	____________ ____________ ____________ ____________
Juanita and Ivan like to plan long trips for their family. They work well with maps and calculate distances. They read travel flyers and decide where to lodge.	____________ ____________ ____________ ____________	____________ ____________ ____________ ____________

CAREERS IN LAW ENFORCEMENT



__DIRECTIONS:__ *Find and circle the careers that are involved in law enforcement. These answers will be found horizontally, vertically, diagonally and backwards.*

__WORDS TO FIND__

- CITY (Police Officer)
- COUNTY (Police Officer)
- COURT ADMINISTRATOR
- COURT REPORTER
- COURT SECRETARY
- COURT SECURITY WORKER
- CRIMINOLOGIST
- CRIME LAB TECHNICIAN
- DEFENSE ATTORNEY
- DETECTIVE
- FBI AGENT
- FILE CLERK
- FINGER PRINT (Analyst)
- JUDGE
- JURY
- LAWYER
- LEGAL ADMINISTRATOR
- LEGAL ASSISTANT
- MAGISTRATE
- MASTER
- NARCOTICS AGENT
- PARAMEDIC
- SECRETARY (Legal)
- SHERIFF
- SOCIAL WORKER
- STATE POLICE OFFICER
- PROBATION OFFICER
- PROSECUTING ATTORNEY
- TRUANT OFFICER
- US MARSHALL

```
K O L C O U R T A D M I N I S T R A T O R P K L U C
P O U I P T N O T E E W R Y L W R O E T E W D S R R
U S R T L E Y A K T A W Q E T A R T S I G A M P L I
H I T Y G S E C R E T A R Y L P W J I R Y A L U W M
L U R A K S Z M S C C L C Z M P D Y L F R L C A D E
K I I L T G H F V T O U L D S A K S E S N M B R O L
J B K J H E L O T I U T D E L O T R H R L O E G D A
F J P G W O P U R V R I I O G R W A O E L K W E R B
P O A J Y T R O O E T L O C H A L U Y T R L K J L T
P K R E L C W A L I S T R E S L L J H O H I G G E E
R O O J H G F D M I E H Y F R A K A W K H F F I G C
O I L O P I U Y A I C O U N T Y G L S U T E W F A H
S T E Y E I C O N Y R E I K M L A E I S U H B G L N
E I U P I O O U Y R E K O H G I L L N I I I K J A I
C I U A K J U D G E T I U F C L K J H T A S I Y D C
U R K R U Y R O I T A K L O F Y U L O G U G T C M I
T J I A K L T K J S R H S I L I K J E G R U R A I A
I G F M K I R R T A Y K M N B V C N U Y E L U S N N
N L I E I J E K K M T R F G H J T E K L S L A E I T
G K L D P N P D E F E N S E A T T O R N E Y N W S P
A O E I P R O B A T I O N O F F I C E R A I T O T L
T K C C I U R L U Y T R E W Q K J H U Y R K O R R L
T O L U Y T T O O L A N O I T C E R R O C K F K A O
O U E L G Y E O I G L K J H G F D S A X H L F E T L
R Y R I U Y R U J K I L P E N O L O G I S T I R O K
N O K L A O I U Y T R S L K M N B V C X Z E C Y R K
E C O U R T S E C U R I T Y W O R K E R L O E K I H
Y L K J D M V X Z E F T E H R F I N G E R P R I N T
```

CE-11

CAREERS IN HEALTH

NAME ____

DIRECTIONS: *Listed below are several careers that are in the Health Cluster. Match the correct word with the definitions. Then find each word in the "Careers in Health" puzzle.*

WORDS TO FIND

ACCOUNTANT (Hospital)
AIDE (Nurse's)
ANESTHESIOLOGIST
ASSISTANT
AUDIOLOGIST
BILLING (Clerk)
CHIROPRACTOR
CLERK (Admittance)
CYTOTECHNOLOGIST
DENTIST
DOCTOR
DRIVER (Ambulance)
HOSPITAL ADMINISTRATOR
HYGIENIST (Dental)
INHALATION (Therapist)
INTERN
INTERNIST
LAB TECHNICIAN
MEDICAL TECHNOLOGIST
NURSE
OPTOMETRIST
ORDERLY
OSTEOPATH
PARAMEDIC
PATHOLOGIST
PEDIATRICIAN
PHARMACIST
PHARMACOLOGIST
PHYSICIAN
PODIATRIST
PRACTICAL (Nurse)
PSYCHIATRIST
PSYCHOLOGIST
RADIOLOGIST
REGISTERED (Nurse)
REHABILITATION COUNSELOR
SECRETARY (Medical)
SPECIALIST
SURGEON
THERAPIST
X-RAY (Technician)

DEFINITIONS	JOBS
Helps people who are not able to hear clearly.	A ______________
Uses medicine to stop pain locally or to put a person to sleep before an operation.	A ______________
Helps people with spine ailments using heat, light, and pressure.	C ______________
Examines cells and tissues under a microscope to check for disease.	C ______________
Specializes in treating bone and muscle disorders.	O ______________
Studies body tissue and the reaction of medication to the cells.	P ______________
Specializes in disorders and problems of the foot.	P ______________
A medical technican specializing in the use of the x-ray machine.	R ______________
Examines and treats certain visual disorders.	O ______________

CE-12

CAREERS IN HEALTH

NAME ______________________________

R Y I N T E R N D H P R A C T I C A L D F G M R H C X Z R

E V B N S D F G H Y W E R T Y U I U M N B V E K O L K J G

H I O P E F D P G G H Y T G B V F D L K J H D X S P C R H

A D D E C Y T O T E C H N O L O S I S T K J I V P A K A J

B P O D R B G D W E C D E R F V T O P O I U C E I R V N U

I T U I E D S I E N Z A Q W S X E L G T Y H A D T A H E I

L M J A T D C A E I G E S U R G E O N V F R L J A M Y S O

I V C T A X Z T H S D F G H J K L G P L K M T L L E G T O

T N H R R O I R C T T Y G V R E G I S T E R E D A D I H P

A E R I Y D F I S S P E C I A L I S T B V C C D D I E E T

T N B C D S A S A C C O U N T A N T H Y U J H L M C N S O

I Z X I F D S T Y T P S Y C H O L O G I S T N U I R I I M

O L L A B T E C H N I C I A N R F V G T E W O H N Q S O E

N N E N D R A D I O L O G I S T K J I H E R L F I Y T L T

C N G P H A R M A C I S T E C Y T P D E O A O W S T F O R

O I N H A L A T I O N C D E H R E H V R J Y G E T P N G I

U B V C S D F G H J T E W R I G F Y D A O P I E R G F I S

N M B V S G T Y H N E Y T U R E W S I P U Y S E A G H S T

S W X B I L L I N G R U Y T O D S I E I G F T E T D B T A

E W R Q S V C X U R N L K J P T H C D S D F G H O E W Q Z

L G A E T D F G R I I E R W R G F I E T D F G H R N C D S

O L Y D A V C X S E S K P H A R M A C O L O G I S T E R X

R B G T N D E R E F T V C X C D A N Z A Q W S X E I R I D

E W P A T H O L O G I S T E T G I D F G H J F D R S F V C

R P S Y C H I A T R I S T D O F D E O S T E O P A T H E F

V B O R D E R L Y W Q C L E R K E V F R T G D O C T O R V

CE-13

CONSTRUCTION CAREERS

NAME ______________________________

DIRECTIONS: *Unscramble these workers who are in the* CONSTRUCTION CLUSTER. *The first letter of each word is underlined for you.*

1. LRREETPAS __________________________
2. BPELURM __________________________
3. TTRACCIEH __________________________
4. METECN SMOAN __________________________
5. TREECARPN __________________________
6. CTRLNAIIECE __________________________
7. APTNERI __________________________
8. DEWERL __________________________
9. FROROE __________________________
10. PETRAC YEARL __________________________

Match the number of the career title with the definitions below.

_____ A. This person would lay the foundation of a structure.

_____ B. This person's job begins once they have the accurate room dimensions and the buyer's decision on color, texture and material.

_____ C. This person is concerned with amps, volts, watts and conductors.

_____ D. Your kitchen and bathroom would not be complete without this person's services.

_____ E. The concern with this job is with the layout, design, and the city or town's building codes.

_____ F. Some of the tools that this person would need are a ladder, tar paper, hammer, and nails.

_____ G. This person's job is less involved and in less of a demand because of the use of drywall board.

_____ H. This person needs skill in accuracy in measurement with wood.

_____ I. This person works with metals and a blow torch.

_____ J. This person uses a brush, paint and ladder.

CE-14

JOB MATCH

Name ____

Directions: *Match the letters of the job title with a tool that would be most commonly used in that field.*

A. Artist
B. Scuba Diver
C. Dressmaker/Tailor
D. Biologist
E. Butcher
F. Custodian
G. Carpenter
H. Secretary
I. Dentist
J. Detective
K. Farmer
L. Life Guard
M. Teacher
N. Astronomer
O. Banker
P. Newspaper Editor
Q. Actor/Actress
R. Auto Mechanic
S. Nurse
T. Waiter/Waitress
U. Truck Driver
V. Telephone Operator
W. Lumberjack
X. Police Officer
Y. Fire Fighter
Z. Gardener
AA. Chef
BB. Fish Catcher
CC. Bricklayer
DD. Architect

1. _____ air tank
2. _____ broom
3. _____ CB radio
4. _____ costume and makeup
5. _____ drafting board
6. _____ drill and water pick
7. _____ hammer and nails
8. _____ hatchet
9. _____ hose and nozzle
10. _____ knife
11. _____ magnifying glass
12. _____ menu
13. _____ microscope
14. _____ mortar and cement
15. _____ needle and thread
16. _____ paint brush
17. _____ planbook and roll book
18. _____ plow
19. _____ printing press
20. _____ pots and pans
21. _____ rake and spade
22. _____ rod and reel
23. _____ safety deposit box
24. _____ handcuffs
25. _____ stethoscope
26. _____ switch board
27. _____ telescope
28. _____ typewriter
29. _____ whistle
30. _____ wrench and jack

CE-15

WHO AM I ?

DIRECTIONS: Underline the response that makes the statement true.

1. If I sell medicine and fill prescriptions, I am a/an
(a) Dentist (b) Pharmacist (c) Orthodontist

2. If I make and repair medical machines and instruments, I am a Medical
(a) Laboratory Assistant (b) Librarian (c) Technical Engineer

3. If I diagnose and treat diseases and deformities of the feet, I am a
(a) Podiatrist (b) Scientist (c) Geologist

4. If I observe and test the behavior of people, I am a/an
(a) Nurse (b) Psychologist (c) Insurance Agent

5. If I plan meals for people, I am a
(a) Dietician (b) Food Inspector (c) Doctor

6. If I give information about automobile insurance, I am an
(a) Immunologist (b) Interpreter (c) Insurance Agent

7. If I assisted with the care of your teeth, I am a
(a) X-ray Technician (b) Dental Technician (c) Secretary

8. If I call plays and make judgements at a ball game, I am a/an
(a) Umpire (b) Police Officer (c) Lawyer

9. If I checked the finished product in a factory, I am a/an
(a) Auditor (b) Contractor (c) Inspector

10. If I perform operations, I am a
(a) Surgeon (b) Machinist (c) Carpenter

11. If I work in the field of entertainment, I am a
(a) Horticulturalist (b) Musician (c) Beautician

12. If I install pipes, I am a
(a) Carpenter (b) Landscaper (c) Plumber

13. If I run a newspaper, I am a/an
(a) Reporter (b) Editor (c) Photographer

14. If I draw pictures for a book, I am a/an
(a) Illustrator (b) Author (c) Publisher

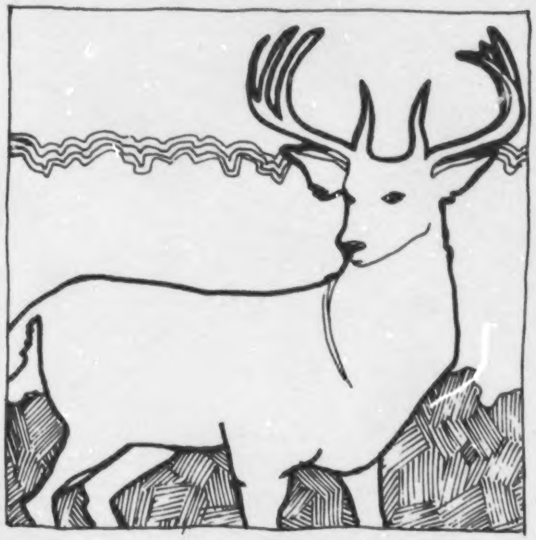
15. If I repair and maintain engines, I am a/an
(a) Welder (b) Mechanic (c) Iron Worker

DO YOU LIKE ?

Name ____

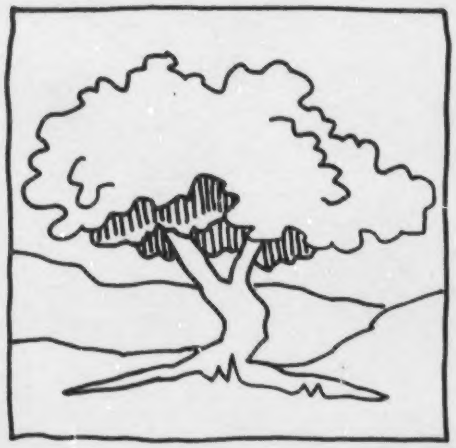
DIRECTIONS: *Read each question and think of careers that would apply. Complete each word by inserting the missing letters.*

A. Do you like to work with animals?



1. ZOOLO _ _ _ _
2. V _ T _ R _ N _ R _ A _
3. ANIMAL TR _ _ _ _ _ _
4. ANIMAL GR _ _ _ _ _ _
5. ANIMAL BR _ _ _ _ _ _
6. P _ _ ST _ _ _ OWNER
7. RAN _ _ ER
8. COW _ _ _ _
9. F _ _ _ AND WILD _ _ _ _ _ INSP _ _ _ _ _
10. MAR _ _ _ LIFE TECH _ _ _ _ _ _ _

B. Do you like to be outdoors?



1. FAR _ _ _
2. LAND _ _ _ _ _ _ _
3. SOIL CON _ _ _ _ _ _ _ _ _ _ _ _ _ _
4. MAIL C _ _ _ _ _ _ _
5. RO _ _ ER
6. F _ _ _ _ _ _ R _ _ _ _ _ _
7. AGRON _ _ _ _ _ _
8. F _ _ _ AND W _ _ _ L _ _ _ INSP _ _ _ _ _ _
9. TEL _ _ _ _ _ _ _ LINE _ _ _
10. S _ _ L _ _

CE-17

CAREER FIND

NAME ______________________________

DIRECTIONS: Find and circle 30 jobs that are hidden in this puzzle.

WORDS TO FIND:

Artist
Barber
Beautician
Clerk
Comedian
Dentist
Doctor
Guard
Homemaker
Jeweler
Landscaper
Lawyer
Manager
Mechanic
Model
Nurse
Pharmacist
Pilot
Plumber
Poet
Printer
Reporter
Roofer
Secretary
Seller
Teacher
Truck Driver
Waiter
Writer
Vet

OIL COLOR
LIPSTIC
NAIL POLISH

T	T	P	P	L	U	M	B	E	R	L	I	J	L	S
F	R	R	U	A	R	T	I	S	T	L	P	A	A	P
H	U	I	Y	W	C	L	E	R	K	I	J	D	N	H
J	C	N	K	Y	L	O	T	U	L	U	R	E	D	A
O	K	T	U	E	T	K	M	O	D	E	L	M	S	R
J	D	E	R	R	O	E	T	E	K	D	O	E	C	M
E	R	R	O	L	S	H	A	W	D	R	L	C	A	A
W	I	W	R	I	T	E	R	C	M	I	G	H	P	C
E	V	K	D	O	C	T	O	R	H	V	A	A	E	I
L	E	N	E	V	L	Y	E	T	L	E	W	N	R	S
E	R	A	N	E	L	L	E	F	R	R	R	I	L	T
R	R	I	T	T	L	O	D	E	K	V	B	C	R	P
D	E	C	I	E	P	R	B	M	C	X	J	L	O	M
E	P	I	S	J	A	R	E	K	A	M	E	M	O	H
Q	O	T	T	U	A	K	I	L	L	O	W	J	F	P
W	R	U	G	B	K	O	U	N	J	F	L	H	E	O
V	T	A	W	A	I	T	E	R	T	K	E	O	R	T
B	E	E	U	T	M	A	N	A	G	E	R	P	O	I
N	R	B	O	S	E	C	R	E	T	A	R	Y	Y	P

WORD SEARCH

NAME ____

DIRECTIONS: *Circle the hidden words listed below by ONLY circling ACROSS or DOWN the page.*

administration
architect
bachelors degree
bacteria
banker
career
clinic
college
data processing
dedication
dentist
diagnose

discipline
doctorate
engineer
examination
formal
geophysicist
lawyer
license
masters degree
nurse
patent
pension

profession
professor
scientist
specialized
specialty
statistician
teacher
technician
therapist
university
utility

```
C A R E E R A S C I E N T I S T B E J L E P R T U S
D A C E Q S Z Y O P L N A D C E F Z Y X X U L P A T
E A U T I L I T Y Z L O Z Q D F H J R T A V L B M A
D Z Y X A D J M O S R T H L I M E U P C M N M A H T
I A C E C L I N I C L N A L A W Y E R X I U L C A I
C R E E R A S C I N T I S C G T B E O L N P R H U S
A Z X Y A D J M P E N S I O N F H J F T A V L E M T
T A F O R M A L U N T L O L O F H J E C T M N L M I
I B F I K N P R T G Y X Z L S A C E S G I J L O N C
O R M A L U N T L I O L O E E H J E S T O N D R L I
N C E C L I N Z A N A W Y G B E O N O P N R I S U A
D A C E Q S Z Y Z E R N A E F H J U R C N M S D L N
U D G J S B A C T E R I A R T H F D J L N P C E I M
N E E C Z A N A W R Y G A E F J U A C N M S I G D N
I A O F O R D J M T I S C F H J D T A V P N P R R U
V S P E C I A L I Z E D B E J L E A T O L O L E R M
E Q H S Y Z T M A L U N A E S A N P C E L T I E M N
R C Y U N T E Y Z A D M I N I S T R A T I O N E C T
S Z S X Y N C A W Y G E H E R N I O A H C F E J N P
I T I B E J H E S G V X G A E D S C T E E O E Z A T
T D C Z Y P N C M Z D B E F H J T E C R N M R N R H
Y C I F I L I P R O F E S S I O N S U A S W Y J C P
Z X S Y L Z C N A E M E J L U J R S C P E N M P H J
Q S T P Z S I Y Z A N B G Y Z R A I T I N E R T I N
Q H S A A C A I S C D A R S G V X N E S O U L Y T U
E T D T E C N I C I A N C T T N E G L T E A C H E R
A X Y E H N W G E R N K T E R N F E J Q M C B L C S
R T S N W Z Y X V U S E O E L A U F R D T I Y C T E
O R M T Y P A N B G Y R S P E C I A L T Y V X A C H
A L U F J R T W A C D X Y Z Q M N S T A B C F G H L
I J K M N O D O C T O R A T E A F J B C A X Y L T U
V A C E H J L O Q S U W Y Z A C D L M N Z O F T R S
M A S T E R S D E G R E E Z O L N Q P T J K O M N Z
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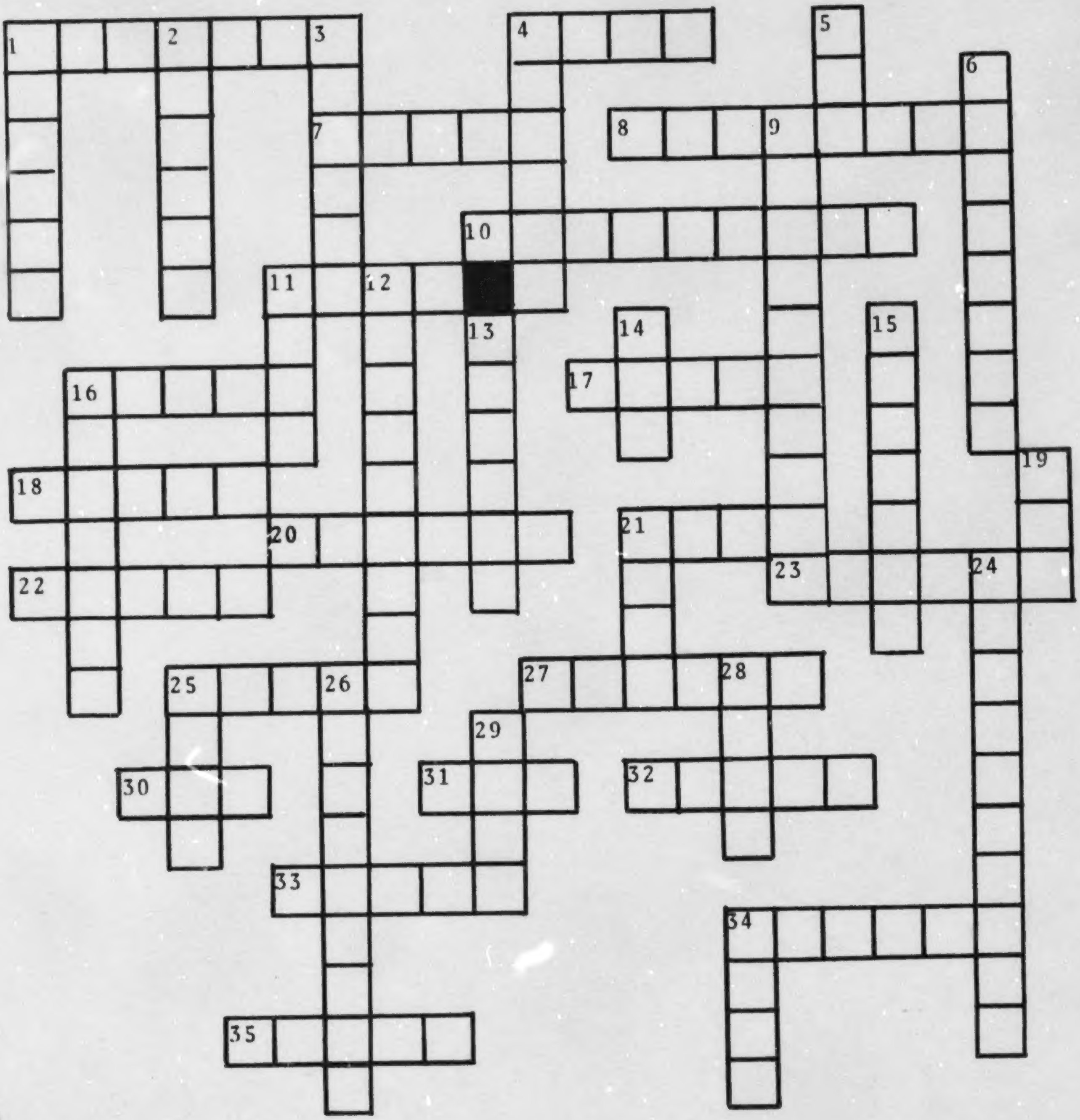
CAREER CROSSWORD PUZZLE

NAME ____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Definitions and words are found on page CE- 20

CE-20

CAREER CROSSWORD PUZZLE - WORDS

ACROSS

1. A group of related jobs
4. punch a _____ clock
7. talent, art
8. work past the regular day
10. taken out of your pay by federal and state government (two words)
11. 40 hour work _____
16. job listings in the news _____
17. pay increase
18. employee's association
20. leave work because of age
21. make a living
22. lost your job
23. job names
25. to prepare for a job
27. asked to leave your job temporarily (two words)
30. request
31. work
32. "The _____ of Work"
33. _____ pay, before taxes
34. selection
35. pay _____

DOWN

1. life-work
2. place for learning
3. job history and personal data sheet
4. skill
5. take home pay
6. "extras" given to employees
9. quit work because of age
11. job
12. schooling
13. wage
14. _____ check
15. able to perform
16. pay received after retirement
19. Initials for Internal Revenue Service
21. not difficult
24. state of being hired
25. examination
26. a face-to-face meeting
28. fill out an application _____
29. employer
34. money

WORDS TO USE:

Ability
Ask
Benefits
Boss
Career
Cash
Check
Choice
Cluster
Earn
Easy

Education
Employment
Fired
Form
Gross
Income Tax
Interview
I.R.S.
Job
Lay Off
Net

Overtime
Paper
Pay
Pension
Raise
Resume
Retire
Retirement
Salary
School
Skill

Talent
Test
Time
Titles
Train
Union
Week
Work
World

CE-21

JOB JUMBLES

Name ____

DIRECTIONS: *Unscramble these words so you have 3 well-known jobs. Write the circled letters in the box provided. Unscramble these letters to make a word that will fit in the sentence.*

---

1. a. carot ○ ○ ___ ___ ___

   b. unser ___ ___ ○ ___ ○

   c. refram ___ ___ ○ ___ ○ ___

   CIRCLED LETTERS ___ ___ ___ ___ ___ ___

   Your goal in life should be to find a rewarding ______________.

---

2. a. kreba ___ ___ ___ ○ ○

   b. recrestay ○ ___ ___ ○ ○ ___ ___ ___ ___

   c. craned ○ ___ ○ ___ ___ ___

   d. pretain ○ ___ ○ ___ ___ ___ ___

   CIRCLED LETTERS

   ___ ___ ___ ___ ___ ___ ___ ___ ___

   Every natural-born citizen has the opportunity to become __________ of the United States.

---

3. a. rainbrail ○ ___ ○ ___ ___ ___ ___ ___ ___

   b. ourhat ___ ○ ___ ○ ___ ___

   c. perrint ○ ___ ___ ___ ___ ○ ___

   d. sullitartor

   ○ ___ ___ ___ ○ ___ ___ ___ ___ ___ ○

   CIRCLED LETTERS ___ ___ ___ ___ ___ ___ ___ ___ ___

   The four careers above use the services of a ________________.

CE-22

WORD FIND

NAME ______________________________

DIRECTIONS: *Make as many words as you can using the guide words: CAREER EDUCATION. You can not repeat a letter in a word unless it is repeated in the guide words. You do not get credit for proper names, words that are repeated, misspelled, are nonsense, or only contain two letters.*

SCORING: At the end of an allotted time determined by your teacher, score your words as follows:

1 point - 3 letter words
2 points - 4 letter words
5 points - 5 or more letter words

TOTALS

Column A ____________
Column B ____________
Column C ____________
TOTAL ____________

CAREER EDUCATION

A		B		C	
WORD	SCORE	WORD	SCORE	WORD	SCORE

OCCUPATIONAL TITLES

__TO THE TEACHER:__ *Make a set of JOB CARDS for your class. Write the following occupational titles on index cards-one title per card. Add any other titles to this list that are not included and are of interest to your students. On the following page are suggestions for their use.*

ACCOUNTANT
ACROBAT
ACTOR/ACTRESS
ACTUARY
AGRONOMIST
ANESTHESIOLOGIST
ANNOUNCER
ANTHROPOLOGIST
AQUANAUT
ARCHAEOLOGIST
ARCHITECT
ARTIST
ASTRONAUT
ASTRONOMER
ASTROPHYSICIST
ATHLETE
AUCTIONEER
AUDIOLOGIST
AUTHOR
BAKER
BEAUTICIAN/BARBER
BELLHOP
BIOLOGIST
BLACKSMITH
BOOKKEEPER
BOTANIST
BRICKLAYER
BUSDRIVER
BUTCHER
BUYER
CARPENTER
CASHIER
CHIROPRACTOR
COMEDIAN
CLERK
CONTROLLER
CONSTRUCTION WORKER
COOK
COPYWRITER
COUNSELOR
DANCER
DENTIST
DESIGNER
DETECTIVE
DIETICIAN
DISC JOCKEY
DOCTOR
DRAMATIST
ECONOMIST
EDITOR
ELECTRICIAN
ENGINEER
FARMER
FILM DIRECTOR
FIRE FIGHTER
FLIGHT ATTENDANT
FORESTER
GARDENER
GEODESIST
GEOGRAPHER
GEOLOGIST
GEOPHYSICIST
GLAZIER
GUARD
HISTORIAN
HOMEMAKER
HORTICULTURIST
HYDROLOGIST
INTERIOR DECORATOR
INTERNIST
INTERPRETER
JANITOR
JEWELER
LANDSCAPER
LATHER
LAWYER
LIBRARIAN
LOCKSMITH
MACHINIST
MAGICIAN
MANAGER
MATHEMATICIAN
MECHANIC
METEOROLOGIST
MICROBIOLOGIST
MILLWRIGHT
MINISTER
MORTICIAN
MUSICIAN
NURSE
OBSTETRICIAN
OCEANOGRAPHER
OPHTHALMOLOGIST
OPTICIAN
OPTOMETRIST
OSTEOPATH
PAINTER
PATHOLOGIST
PEDIATRICIAN
PHARMACIST
PHARMACOLOGIST
PHOTOENGRAVER
PHOTOGRAPHER
PILOT
PLASTERER
PLUMBER
PIPEFITTER
PODIATRIST
POET
POLICE OFFICER
POLITICIAN
POSTAL WORKER
PRIEST
PRINTER
PRODUCER
PROGRAMMER
PROOFREADER
PSYCHIATRIST
RADIOLOGIST
RANCHER
RECEPTIONIST
REPORTER
RIVETER
ROOFER
SALESPERSON
SCULPTOR
SECRETARY
SOCIOLOGIST
STENOGRAPHER
STONEMASON
SUPERVISOR
SURGEON
SURVEYOR
TAXI DRIVER
TEACHER
TELEPHONE OPERATOR
TRAVEL AGENT
TRUCK DRIVER
UPHOLSTERER
VETERINARIAN
WAITER/WAITRESS

JOB CARDS

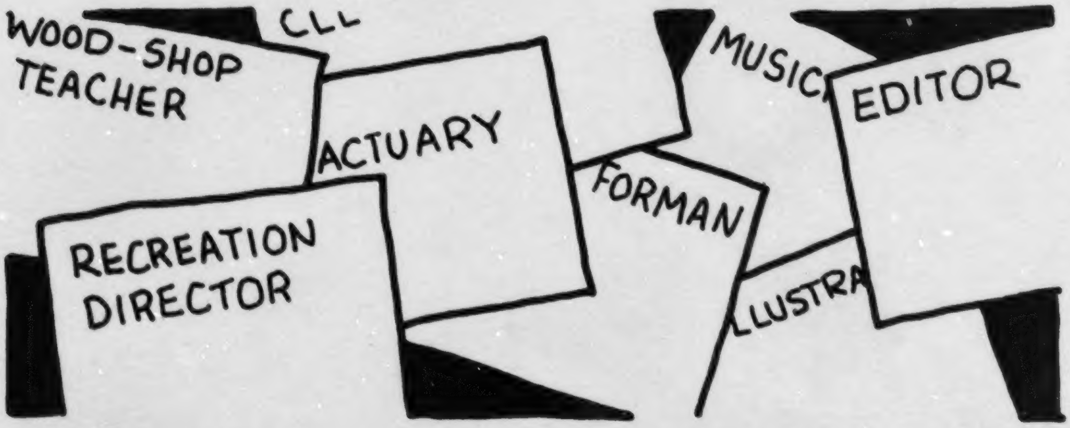
1. Each pupil is given a JOB CARD and the class takes turns asking the player one question about their occupation until it is discovered. Each question can only be answered with a YES or NO.

2. The pupil who has the JOB CARD may give only three clues as to what their occupation is. The class is to determine the occupation.

3. These JOB CARDS could be used for an Occupational Spelling Bee. The class is divided into two teams. The team speller who is "up" has to spell the title on the card. If it is spelled correctly, the team gets a point. If it is spelled incorrectly, the opposing team has a chance to spell it for two points. The point value increases by one point until the word is spelled correctly. The end of the game is determined by time or after all the cards have been used one time.

4. Ten job cards are to be placed in an envelope. The number of envelopes will be determined by the number of cards that the student has. As an independent activity, the student is to do one or two of the following with each set:

    1. Write the occupations alphabetically.
    2. Divide them into syllables.
    3. Write each in a sentence.
    4. Give a job description for each.
    5. Categorize them into CLUSTERS.
    6. Write the occupations and give a related job title.
    7. Find salary, education, experience and training needed for each.



CHANGING TIMES

NAME ____

DIRECTIONS: *Job titles have changed over the years because now jobs are no longer classified as "men's jobs" or "women's jobs." Women are entering career areas that they did not consider years ago. Match the OLD JOB TITLES in column A with the NEW JOB TITLES in column B.*

A

A. Shoe Repairman
B. Policeman
C. Mailman
D. Salesman
E. Fireman
F. Airline Stewardess
G. Garbageman
H. Chairman
I. Elevatorman
J. Warehouseman
K. Insuranceman
L. Barber/Beautician
M. Maid

B

1. _____ Domestic Helper
2. _____ Sanitation Engineer
3. _____ Postal Worker
4. _____ Chairperson
5. _____ Fire Fighter
6. _____ Elevator Mechanic
7. _____ Shoe Repairer
8. _____ Warehouse Laborer
9. _____ Police Officer
10. _____ Salesperson
11. _____ Insurance Agent
12. _____ Hair Stylist
13. _____ Flight Attendant

TRADITION . . . TRADITION . . . TRADITION . . . TRADITION . . .

List below as many other job titles as you can that were TRADITIONAL "Men's Jobs" or "Women's Jobs". After you have written the titles, circle the ones that are now being done by both men and women.

MEN'S JOBS	WOMEN'S JOBS
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________

FRINGE BENEFITS

NAME ______________________________

DIRECTIONS: *Many companies offer benefits to their employees. These are called Fringe Benefits and vary greatly from company to company and from job to job. Listed below is a sampling of Fringe Benefits that are offered to employees. Write* YOUR CAREER CHOICE *on the line provided and select the Fringe Benefits that you feel you should have and explain why. Select wisely - you can only choose six benefits.*

CAREER CHOICE ______________________________

BENEFITS:

- paid vacations
- medical and life insurance
- dental insurance
- paid holidays
- sick days
- overtime pay
- bonus or commission
- pension plan
- profit sharing
- uniforms provided
- company car
- expense account
- personal business days

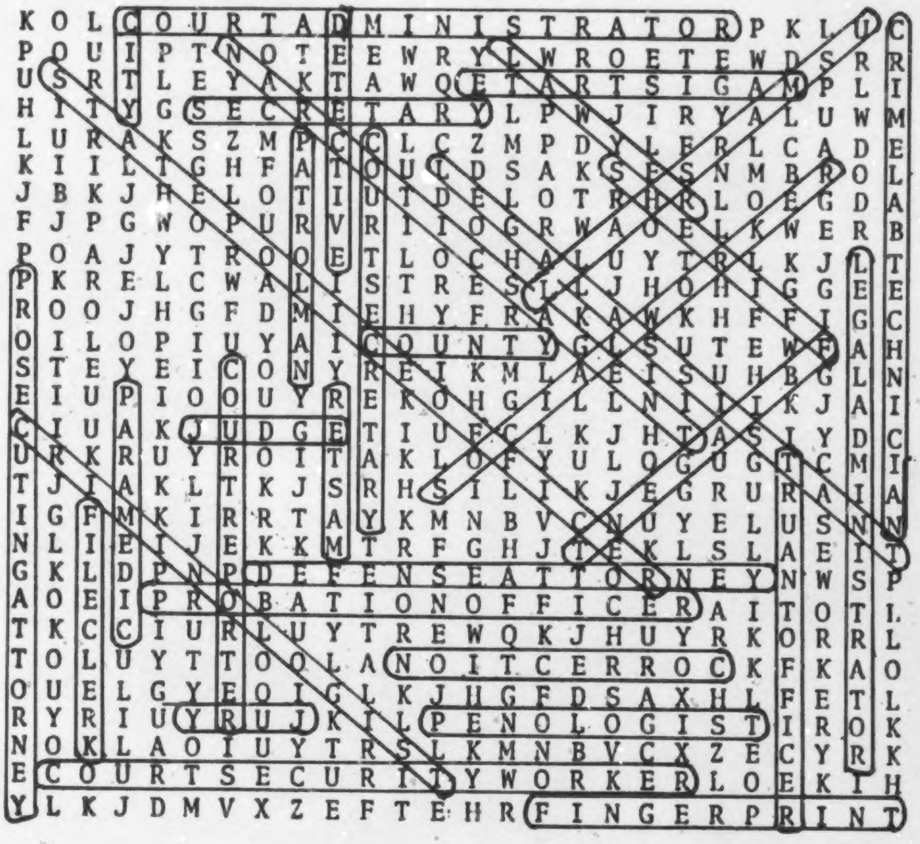
	FRINGE BENEFITS	REASON
1.		
2.		
3.		
4.		
5.		
6.		

ANSWER SHEET - CAREER EXPLORATION

Cluster Number
(CE-8)

1)	11	23)	9
2)	14	24)	10
3)	2	25)	13
4)	3	26)	9
5)	4	27)	12
6)	7	28)	12
7)	8	29)	3
8)	6	30)	2
9)	13	31)	9
10)	14	32)	6
11)	9	33)	5
12)	15	34)	13
13)	4	35)	9
14)	5	36)	3
15)	7	37)	4
16)	3	38)	12
17)	2	39)	14
18)	8	40)	15
19)	1	41)	11
20)	15	42)	14
21)	14	43)	3
22)	14	44)	9

Careers in Law Enforcement
(CE-10)



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K O L C O U R T A D M I N I S T R A T O R P K L U C
P O U I P T N O T E E W R Y L W R O E T E W D S R R
U S R T L E Y A K T A W Q E T A R T S I G A M P L I
H I T Y G S E C R E T A R Y L P W J I R Y A L U W M
L U R A K S Z M P C C L C Z M P D Y L E R L C A D E
K I I L T G H F A T O U L D S A K S E S N M B R O L
J B K J H E L O T I U T D E L O T R H R L O E G D A
F J P G W O P U R V R I I O G R W A O E L K W E R B
P O A J Y T R O O E T L O C H A L U Y T R L K J L T
P K R E L C W A L I S T R E S L L J H O H I G G E E
R O O J H G F D M I E H Y F R A K A W K H F F I G C
O I L O P I U Y A I C O U N T Y G L S U T E W F A H
S T E Y E I C O N Y R E I K M L A E I S U H B G L N
E I U P I O O U Y R E K O H G I L L N I I I K J A I
C I U A K J U D G E T I U F C L K J H T A S I Y D C
U R K R U Y R O I T A K L O F Y U L O G U G T C M I
T J I A K L T K J S R H S I L I K J E G R U R A I A
I G F M K I R R T A Y K M N B V C N U Y E L U S N N
N L I E I J E K K M T R F G H J T E K L S L A E I T
G K L D P N P D E F E N S E A T T O R N E Y N W S P
A O E I P R O B A T I O N O F F I C E R A I T O T L
T K C C I U R L U Y T R E W Q K J H U Y R K O R R L
T O L U Y T T O O L A N O I T C E R R O C K F K A O
O U E L G Y E O I G L K J H G F D S A X H L F E T L
R Y R I U Y R U J K I L P E N O L O G I S T I R O K
N O K L A O I U Y T R S L K M N B V C X Z E C Y R K
E C O U R T S E C U R I T Y W O R K E R L O E K I H
Y L K J D M V X Z E F T E H R F I N G E R P R I N T
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Careers in Health
(CE-11)

Audiologist
Anethesiologist
Chiropractor
Cytotechnologist
Osteopath
Pharmacologist
Podiatrist
Radiologist
Optometrist

ANSWER SHEET - CAREER EXPLORATION

Careers in Health
(CE-12)

```
R Y I N T E R N D H P R A C T I C A L D F G M R H C X Z R
E V B N S D F G H Y W E R T Y U I U M N B V E K O L K J G
H I O P E F D P G G H Y T G B V F D L K J H D X S P C R H
A D D E C Y T O T E C H N O L O G I S T K J I V P A K A J
B P O D R B G D W N C D E R F V T O P O I U C E I R V N U
I T U I E D S I E I Z A Q W S X E L G T Y H A D T A H E I
L M J A T D C A E S G E S U R G E O N V F R L J A M Y S O
I V C T A X Z T H T D F G H J K L G P L K M T L L E G T O
T N H R R O I R C F T Y G V R E G I S T E R E D A D I H P
A E R I Y D F I S S P E C I A L I S T B V C C D D I E E T
T N B C D S A S A C C O U N T A N T H Y U J H L M C N S O
I Z X I F D S T Y T P S Y C H O L O G I S T N U I R I I M
O L L A B T E C H N I C I A N R F V G T E W O H N Q S O E
N N E N D R A D I O L O G I S T K J I H E R L F I Y T L T
C N G P H A R M A C I S T E C Y T P D E O A O W S T F O R
O I N H A L A T I O N C D E H R E H V R J Y G E T P N G I
U B V C S D F G H J T E W R I G F Y D A O P I E R G F I S
N M B V S G T Y H N E Y T U R E W S I P U Y S E A G H S T
S W X B I L L I N G R U Y T O D S I E I G F T E T D B T A
E W R Q S V C X U R N L K J P T H C D S D F G H O E W Q Z
L G A E T D F G R I I E R W R G F I E T D F G H R N C D S
O L Y D A V C X S E S K P H A R M A C O L O G I S T E R X
R B G T N D E R E F T V C X C D A N Z A Q W S X E I R I D
E W P A T H O L O G I S T E T G I D F G H J F D R S F V C
R P S Y C H I A T R I S T D O F D E O S T E O P A T H E F
V B O R D E R L Y W Q C L E R K E V F R T G D O C T O R V
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ANSWER SHEET - CAREER EXPLORATION

CONSTRUCTION CAREERS (CE-13)

1. plasterer
2. plumber
3. architect
4. cement mason
5. carpenter
6. electrician
7. painter
8. welder
9. roofer
10. carpet layer

A. 4
B. 10
C. 6
D. 2
E. 3
F. 9
G. 1
H. 5
I. 8
J. 7

JOB MATCH (CE-14)

1. B
2. F
3. U
4. Q
5. DD
6. I
7. G
8. W
9. Y
10. E
11. J
12. T
13. D
14. CC
15. C
16. A
17. M
18. K
19. P
20. AA
21. Z
22. BB
23. O
24. X
25. S
26. V
27. N
28. H
29. L
30. R

WHO AM I? (CE-15)

1. B
2. C
3. A
4. B
5. A
6. C
7. B
8. A
9. C
10. A
11. B
12. C
13. B
14. A
15. B

DO YOU LIKE? (CE-16)

A

1. Zoologist
2. Veterinarian
3. Animal Trainer
4. Animal Groomer
5. Animal Breeder
6. Pet Store Owner
7. Rancher
8. Cowhand
9. Fish & Wildlife Inspector
10. Marine Life Technician

B

1. Farmer
2. Landscaper
3. Soil Conservationist
4. Mail Carrier
5. Roofer
6. Forest Ranger
7. Agronomist
8. Fish & Wildlife Inspector
9. Telephone Lineman
10. Sailor

ANSWER SHEET - CAREER EEXPLORATION

CAREER FIND (CE-17)

T	T	P	P	L	U	M	B	E	R	L	I	J	L	S
F	R	R	U	A	R	T	I	S	T	L	P	A	A	P
H	U	I	Y	W	C	L	E	R	K	I	J	D	N	H
J	C	N	K	Y	L	O	T	U	L	U	R	E	D	A
O	K	T	U	E	T	K	M	O	D	E	L	M	S	R
J	D	E	R	R	O	E	T	E	K	D	O	E	C	M
E	R	R	O	L	S	H	A	W	D	R	L	C	A	A
W	I	W	R	I	T	E	R	C	M	I	G	H	P	C
E	V	K	D	O	C	T	O	R	H	V	A	A	E	I
L	E	N	E	V	L	Y	E	T	L	E	W	N	R	S
E	R	A	N	E	L	L	E	F	R	R	R	I	L	T
R	R	I	T	T	L	O	D	E	K	V	B	C	R	P
D	E	C	I	E	P	R	B	M	C	X	J	L	O	M
E	P	I	S	J	A	R	E	K	A	M	E	M	O	H
Q	O	T	T	U	A	K	I	L	L	O	W	J	F	P
W	R	U	G	B	K	O	U	N	J	F	L	H	E	O
V	T	A	W	A	I	T	E	R	T	K	E	O	R	T
B	E	E	U	T	M	A	N	A	G	E	R	P	O	I
N	R	B	O	S	E	C	R	E	T	A	R	Y	Y	P

ANSWER SHEET - CAREER EXPLORATION

Word Search
(CE-18)

```
C A R E E R A S C I E N T I S T B E J. L E P R T U S
D A C E O S Z Y O P L N A D C E F Z Y X X U L P A T
E A U T I L I T Y Z L O Z Q D F H J R T A V L B M A
D Z Y X A D J M O S R T H I I M F U P C M N M A H T
I A C E C L I N I C L N A L A W Y E R X I U L C A I
C R E E R A S C I N T I S C G T B E O L N P R H U S
A Z Y Y A D J M P E N S I O N F H J F T A V L E M T
T A F O R M A L U N T L O L O F H J E C T M N L M I
I B F I K N P R T G Y X Z L S A C E S G I J L O N C
O R M A L U N T L I O L O E E H J E S T O N D R L I
N C E C L I N Z A N A W Y G B E O N O P N R I S U A
D A C E Q S Z Y Z E R N A E F H J U R C N M S D L N
U D G J S B A C T E R I A R T H F D J L N P C E I M
N E E C Z A N A W R Y G A E F J U A C N M S I G D N
I A O F O R D J M T I S C F H J D T A V P N P R R U
V S P E C I A L I Z E D B E J L E A T O L O L E R M
E Q H S Y Z T M A L U N A F S A N P C F L T I E M N
R C Y U N T E Y Z A D M I N I S T R A T I O N E C T
S Z S X Y N C A W Y G E H E R N I O A H C F E J N P
I T I B E J H E S G V X G A E D S C T E E O E Z A T
T D C Z Y P N C M Z D B E F H J T E C R N M R N R H
Y C I F I L I P R O F E S S I O N S U A S W Y J C P
Z X S Y L Z C N A E M E J L U J R S C P E N M P H J
Q S T P Z S I Y Z A N B G Y Z R A I T I N E R T I N
Q H S A A C A I S C D A R S G V X N E S O U L Y T U
E T D T E C N I C I A N C T T N E G L T E A C H E R
A X Y E H N W G E R N K T E R N F E J Q M C B L C S
R T S N W Z Y X V U S E O E L A U F R D T I Y C T E
O R M T Y P A N B G Y R S P E C I A L T Y V X A C H
A L U F J R T W A C D X Y Z Q M N S T A B C F G H L
I J K M N O D O C T O R A T E A F J B C A X Y L T U
V A C E H J I O O S U W Y Z A C D L M N Z O F T R S
M A S T E R S D E G R E E Z O L N Q P T J K O M N Z
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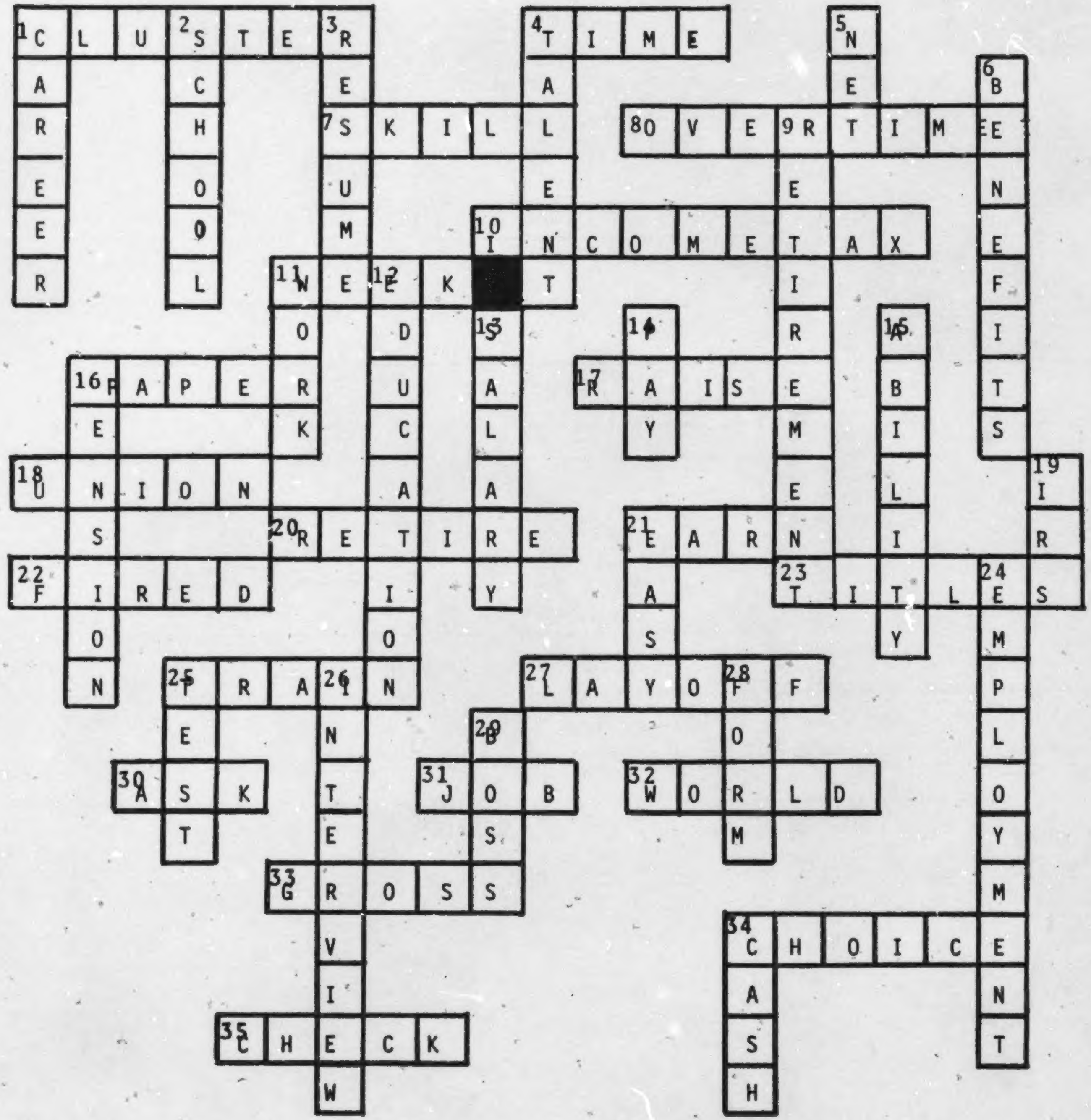
ANSWER SHEET - CAREER EXPLORATION

Career Crossword Puzzle
(CE-19)


1 CLUSTER
2 SCHOOL
3 RESUME
4 TIME
4 TALENT
5 NEE
6 BENEFITS
7 SKILL
8 OVERTIME
9 RETIREMENT
10 INCOMETAX
11 WEEK
11 WORK
12 EDUCATION
13 SALARY
14 PAY
15 ABILITY
16 PAPER
16 PENSION
17 RAISE
18 UNION
19 IRS
20 RETIRE
21 EARN
21 EASY
22 FIRED
23 TITLES
24 EMPLOYMENT
25 TRAIN
25 TEST
26 INTERVIEW
27 LAYOFF
28 FORM
29 BOSS
30 ASK
31 JOB
32 WORLD
33 GROSS
34 CHOICE
34 CASH
35 CHECK
1 CAREER

ANSWER SHEET - CAREER EXPLORATION

Job Jumbles
(CE-21)

1. a) actor
   b) nurse
   c) farmer
   career

2. a) taker
   b) secretary
   c) dancer
   e) painter
   president

3. a) librarian
   b) author
   c) printer
   e) illustrator
   publisher

Changing Times
(CE-25)

1) M
2) G
3) C
4) H
5) E
6) I
7) A
8) J
9) B
10) D
11) K
12) L
13) F

USING THE NEWSPAPER

NAME ______________________________

DIRECTIONS: *Sometime when you are looking for a job in the newspaper, you feel that you aren't reading English. Words are abbreviated and many words are omitted.*

AN AD WHICH SAYS THIS:	*MAY LOOK LIKE THIS:*
BABYSITTER: Student 14 years or older to watch my two children after school 3:30 to 6:30 everyday. $2.00 an hour. References required. Call 321-0012.	BABY SITR.: 14 yr. or older Stdnt. for 2 Chld. 3:30-6:30. $2.00/H Ref. Req. 321-0012.

Listed below are common newspaper "abbreviations." Write the full spelling of each word.

- Avenue
- Boulevard
- building
- Company
- experience
- full-time
- High School
- incorporated
- manager
- Monday-Friday
- necessary
- office
- opportunity
- part-time
- per hour
- required
- start
- Street
- week
- years

1. bldg. ______________
2. Blvd. ______________
3. St. ______________
4. exp. ______________
5. nec. ______________
6. P/T ______________
7. off. ______________
8. mgr. ______________
9. wk. ______________
10. /h. ______________
11. Co. ______________
12. oppty. ______________
13. strt. ______________
14. M-F ______________
15. Inc. ______________
16. F/T ______________
17. req. ______________
18. HS ______________
19. yrs. ______________
20. Ave. ______________

USING THE NEWSPAPER - CONTINUED

FOLLOW - UP ACTIVITIES:

1. Bring in the WANT AD section of the newspaper and list on a sheet of paper all the abbreviations that you can find and write the word.

2. Find an ad in the WANT ADS that appeals to you. Write a letter to the company expressing your interest and qualifications or skills for the job.

3. Write an ad for the paper describing a part-time job of your interest.

4. What is the job market like? Select one CLUSTER AREA and cut out only the jobs that belong to the cluster. A class project could be developed by making 15 posters, representative of the 15 clusters and pasting the jobs listed on the appropriate area.

USING THE TELEPHONE BOOK

TO THE TEACHER: *Some people have been able to find a job they are interested in by using the TELEPHONE BOOK. The white pages are alphabetized according to a person's last name or the name of a company. The yellow pages (the classified section) are divided into interest areas.*

Classroom quantities of your local telephone listings are available by contacting the educational representative in your area, or the students could bring in their home copies.

WITH THE PHONE BOOK YOU CAN

1. Have your students select a job that interests them and find companies listed that have this type of job. List on a sheet of paper as many companies as they can and write a letter to one of them expressing their interest.
2. Make up a worksheet listing various local company names. The student is to look them up and write the address, phone number and the page number.
3. Introduce them to their local telephone book. Use the student worksheet on the following page.
4. Develop speed and accuracy in locating numbers in the telephone book by providing each student with a Telephone Directory. The students begin with the books closed; the teacher says the name of a person or company; the first to locate it stands and gives the page number.
5. Call your local telephone representative. They are an excellent resource to provide classroom speakers on all areas of telephone communication.
6. Discuss telephone manners, taking telephone messages and the jobs that are dependent on the use of their telephone as well as the jobs that are in existence today because of the development of the telephone.

TELEPHONE DIRECTORY INFORMATION

NAME ____

DIRECTIONS: *Using YOUR LOCAL Telephone Directory, answer the following and write the page number on which you found the information.*

1. Name six types of long distance calls. page __________

   ____________________ ____________________

   ____________________ ____________________

   ____________________ ____________________

2. Name two ways to make a long distance call. page _____

   ____________________ and ____________________

3. Find the following AREA CODES and ZIP CODES for the following cities in Illinois.

	AREA CODE p____	ZIP CODE p____
Bloomington		
Joliet		
Chicago Heights		
Highland Park		
Rockford		

4. What is a "unit?" p _____ ____________________

5. Is there a map of your city? __________ If so, p _____

6. Is there a calendar for the year? __________ p__________

7. Are money-saving tips listed? __________ p__________

8. Are Metric Conversion Factors listed? __________ p____

9. Are out-of-state ZIP CODES listed? __________ p_____

10. Can you find Telephone Regulations? __________ p_____

11. Is there information on using the directory? _____ p__

12. Are long distance rates outside of Illinois listed?

    ______________ p_______

JS-5

TELEPHONE DIRECTORY HUNT

DIRECTIONS: *Find the following for your city in your local Telephone Directory.*

NAME	ADDRESS	PHONE NO.	PAGE
Police Department			
Fire Department			
Library			
City Hall			
Your Name			
A Friend's Name			
A Friend's Name			
A Relative			
A Veterinarian			
A Hospital			
A Service Station			
Your School			
A Cleaners			
A Barber			
A Bakery			

Write a career that you are interested in ____________________

List places that would employ you in the future.

NAME	ADDRESS	PHONE NO.	PAGE

LETTER WRITING FORM

Business letters allow us to communicate with people we do not know. In a business letter, we ask for something -- a job, merchandise or service. People who receive business letters are usually very busy, so it is important to keep letters as SHORT, NEAT and CLEAR as possible. Plain letter-sized paper should be used and there should be margins on each side of the page. A business letter has six parts, which you will see below.

(1) HEADING - your address and date	(1) 1815 Main Street Hometown, Ill. 60411 May 18, 19 ___
(2) INSIDE ADDRESS - theirs	(2) Jewel Tea Company 55 Dixie Highway Hometown, Ill. 60411
(3) GREETING	(3) Dear Sir:
(4) BODY - message	(4) This letter is an answer to your ad in yesterday's STAR newspaper. I am applying for the job of cashier. I am sixteen years old, and I am attending Bloom High School as a junior. I have had experience working on Saturdays at the A&P, and I've delivered newspapers for our local news agency. We have a large family, and my dad just lost his job. So, I am anxious to begin work. I am enclosing a letter of recommendation from my school principal. If you have any questions, you may call me at 223-1234. I will be happy to come in for an interview at any time that is convenient to you.
(5) CLOSING	(5) Sincerely,
(6) SIGNATURE	(6) Mary Johnson

LETTER WRITING - PRACTICE

__DIRECTIONS:__ *Read through the following ads and choose the one that interests you. Write a business letter to answer one of the ads. Then divide the class into six groups, one for each ad. Each group will read the letters written in answer to its assigned ad and decide to whom they would give the job. One person from each group reports to the class the group's selection and explains reasons why the person was chosen for the job.*

1.	PIZZA DELIVERY:	Must have driver's license and be able to work weekends till 1:30 a.m. Contact manager Guiseppe Phillipo, 22 N. Pasta Place, Frankfort.
2.	CASHIER:	At local discount store. Chance for advancement. Salary based on experience. Write Money Box 1512, Chicago Heights.
3.	SUMMER SALESPERSON:	Electrical Supplies. Work on commission. Must enjoy talking to people. Will train. Flexible hours. Inquire at 8214 West Ampere Avenue, Harvey.
4.	SHORT ORDER COOK:	Evenings and weekends. Busy take-out restaurant. Write Box 12, Frankfort.
5.	CLERK:	Local bakery. Part time; Three afternoons a week. Eat-Well Bakery, 1411 Sugar Road, Elmhurst.
6.	WAITER/WAITRESS:	Weekends. Previous experience necessary for fine restaurant. Big tips and salary. Astor Tower Restaurant, 9824 Gravy Point, Des Plaines.

JS-8

JOB APPLICATION

NAME ____

DIRECTIONS: *Completing a job application accurately is an important part of finding and GETTING a job. Before you are able to complete the APPLICATION FOR EMPLOYMENT on the following page, you must be familiar with the terms that are frequently used. Match the terms and their definitions by placing the* ***term number*** *next to the definition.*

1. name in full
2. citizenship
3. employment desired
4. wage expected
5. education
6. course
7. previous experience
8. duties performed
9. references
10. years acquainted
11. physical defects
12. misrepresentation
13. omission
14. dismissal
15. terminated
16. previous notice
17. application
18. signature

_____ signing your name in cursive

_____ getting fired

_____ first, middle, and last name

_____ training experience or trade school

_____ birth or naturalization to a country

_____ not giving the truth

_____ salary that you want to earn

_____ names of those who have knowledge of your ability and personality

_____ formal form of information

_____ stopped

_____ job responsibilities

_____ how long you have known someone

_____ leaving out information

_____ job that you want

_____ being told ahead of time

_____ area of study

_____ handicaps to your job performance

_____ work or jobs done before the application

THINGS TO REMEMBER WHEN COMPLETING AN APPLICATION FORM FOR EMPLOYMENT

1. PRINT neatly and carefully.
2. Complete ALL the information that applies to you.
3. Watch your SPELLING.
4. Be ACCURATE with all the information - dates, names, etc.

JS-9

APPLICATION FOR EMPLOYMENT

Date ____________________

PERSONAL INFORMATION

Name in Full ____________________ Social Security Number __________

Address ____________________ Phone Number __________

City __________ State __________ Zip Code __________

How long have you lived in this city? ______ This state? __________

Are you a citizen of the United States? ______

Age __________ Birthday: Month Day Year

Employment desired ____________________ Wages Expected ______ Per Hour

What other work can you do? ____________________

EDUCATION

School	Date From	Date To	Name of School	City and State	Course	Did you graduate?
Grammar						
High						
College						
Other						

PREVIOUS EXPERIENCE (Give names and addresses of previous employers)

Name and address of Employer	Date From	Date To	List Duties Performed	Starting Wages	Final Wages	Reason for Leaving
1.						
2.						

REFERENCES: Give the names of three person not related to you whom you have known at least one year.

Names	Address	Business	Years Acquainted
1.			
2.			
3.			

PHYSICAL RECORD

Have you any physical defects? ______ If so, what? __________ Wear glasses? ______

Are you now employed? __________ Where? __________

In case of emergency, notify ____________________

Name Address Phone Number

understand that misrepresentation or omission of facts called for is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary be terminated at any time without any previous notice.

SIGNATURE ____________________

RÉSUMÉ

DIRECTIONS: *A résumé is a summary of your experience and is given to a prospective employer prior to completing a formal job application. Résumé formats vary from individual to individual, but always include the same basic information. Study this form below. Then on a separate sheet of paper, practice writing YOUR RÉSUMÉ.*

Points to remember:
1. *Write or print neatly.*
2. *Watch your spelling.*
3. *Be accurate and concise with your information.*

date

full name
address
city, state ZIP code
telephone number

EDUCATION

(List any schools that you have attended and the year of graduation or the grade level completed.)

School name. City, State. Year or grade level.

WORK EXPERIENCE

(If you do not have much experience in the world of work, don't fret. List any jobs that you may have had. Baby-sitting or cutting grass are experiences in the working world.)

Job title, employer's or company's name. Address, city, state. Time employed and/or a brief job description.

EXTRA CURRICULAR ACTIVITIES

(List any clubs that you belong to and your membership in it such as chairperson or member. Include any special hobbies or sports that you have. Volunteer work can be included here, such as helping with a bazaar. It will show your willingness to work.)

REFERENCES

(List people who know you well. Use the name of someone you have worked for, the name of a teacher, or a personal friend. Three references are usually sufficient.)

Name, job title. Work or home address, city, state and ZIP code.

INTERVIEW

Name ____

DIRECTIONS: *Fill in the reasons for each statement.*

1. Be on time for your interview.
   Reasons why? ____

2. Try to find out the name of the interviewer ahead of time.
   Reasons why? ____

3. Know something about the firm and know what job you are applying for.
   Reasons why? ____

4. Dress conservatively. Don't dress in loud colors.
   Reasons why? ____

5. Make sure you are clean and your hair is combed.
   Reasons why? ____

6. Walk with good posture. Sit with good posture.
   Reasons why? ____

7. Speak slowly, distinctly and clearly. Never chew gum or bite you nails.
   Reasons why? ____

8. Do not argue with the interviewer or contradict his opinions.
   Reasons why? ____

9. Avoid criticizing a former employer. They are likely to ask why you left your last job.
   Reasons why? ____

INTERVIEW - CONTINUED

10. Before going to the interview, decide what salary is acceptable to you.
    Reasons why? ____

    ____

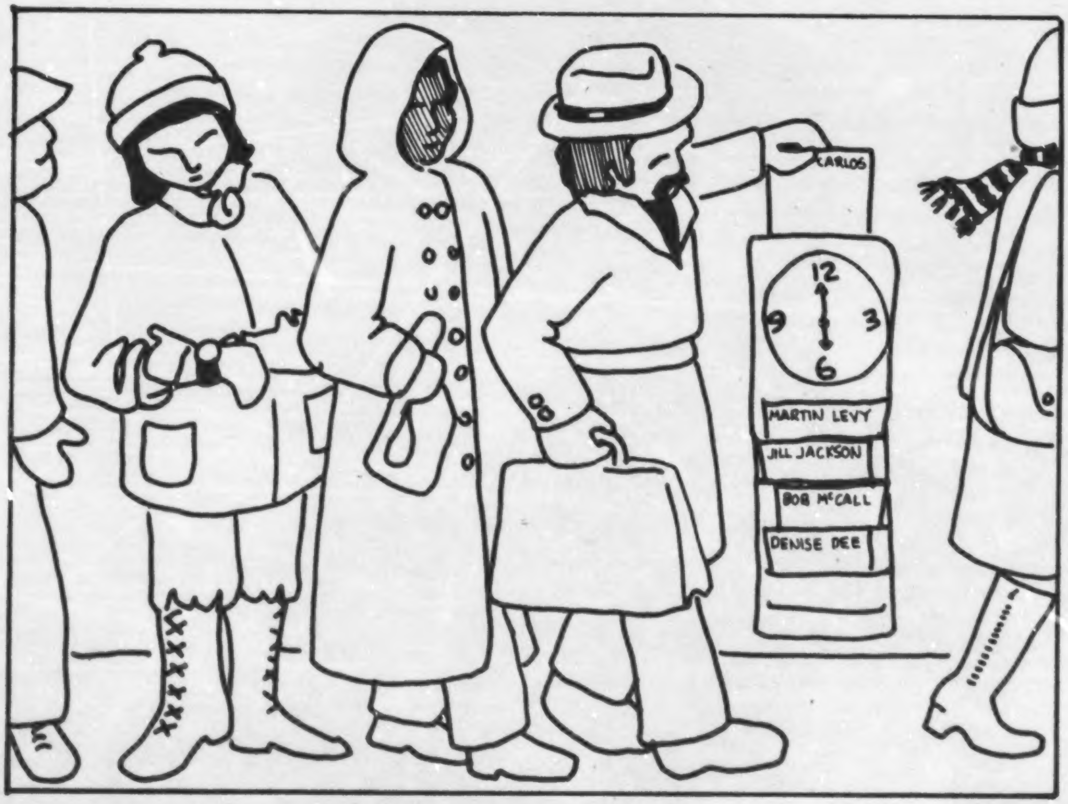
11. Don't overstay your welcome.
    Reasons why? ____

    ____

12. If you have been hired, be sure that you understand:
    a. when you start work
    b. your pay
    c. your hours
    d. where you are to report to work
    e. the name of your boss or the person to whom you report

    Reasons why? ____

    ____

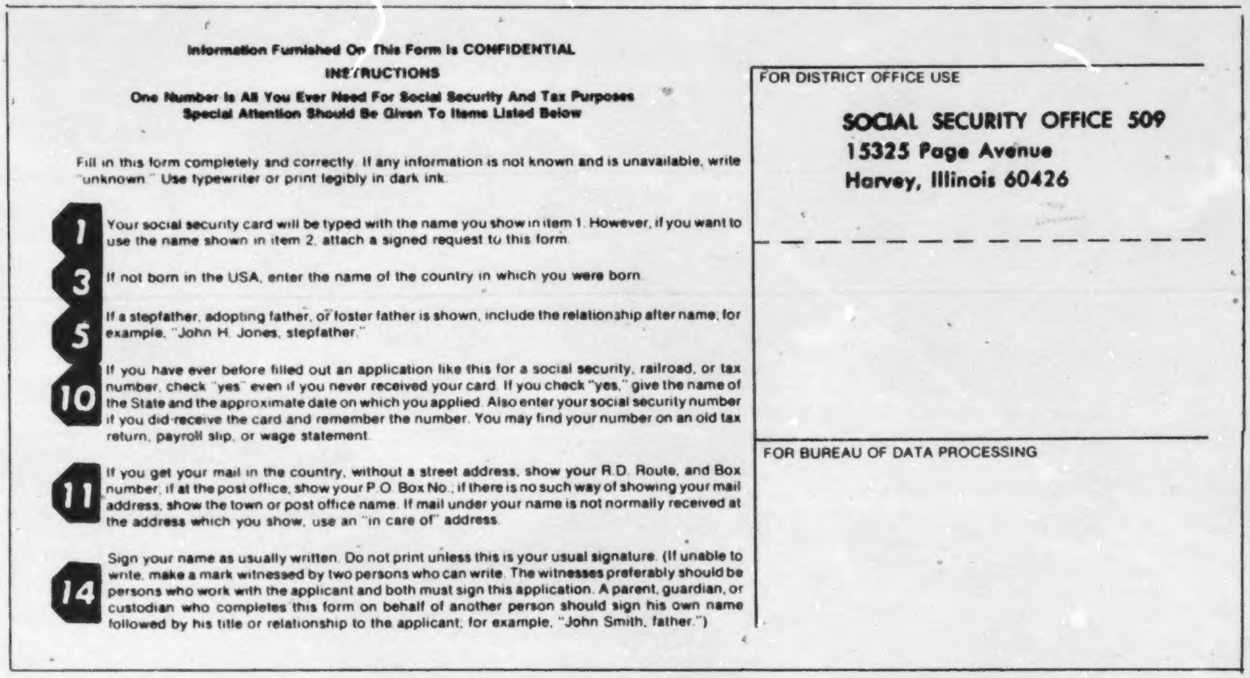

CARLOS
12
9
3
6
MARTIN LEVY
JILL JACKSON
BOB McCALL
DENISE DEE

JS-13

SOCIAL SECURITY CARD APPLICATION

Name ______________________________

DIRECTIONS: *Here is a sample social security card application for you to complete. Read all of the information carefully and complete the form.*



Information Furnished On This Form Is CONFIDENTIAL

INSTRUCTIONS

One Number Is All You Ever Need For Social Security And Tax Purposes
Special Attention Should Be Given To Items Listed Below

Fill in this form completely and correctly. If any information is not known and is unavailable, write "unknown." Use typewriter or print legibly in dark ink.

1 Your social security card will be typed with the name you show in item 1. However, if you want to use the name shown in item 2, attach a signed request to this form.

3 If not born in the USA, enter the name of the country in which you were born.

5 If a stepfather, adopting father, or foster father is shown, include the relationship after name, for example, "John H. Jones, stepfather."

10 If you have ever before filled out an application like this for a social security, railroad, or tax number, check "yes" even if you never received your card. If you check "yes," give the name of the State and the approximate date on which you applied. Also enter your social security number if you did receive the card and remember the number. You may find your number on an old tax return, payroll slip, or wage statement.

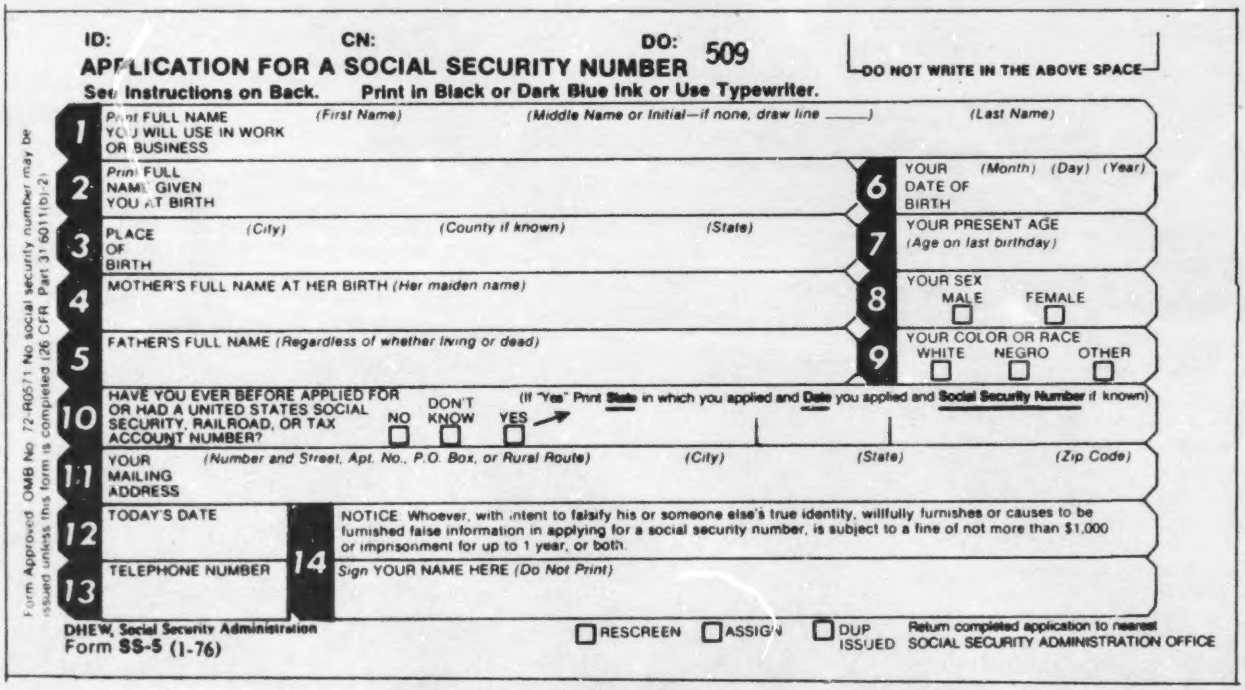
11 If you get your mail in the country, without a street address, show your R.D. Route, and Box number; if at the post office, show your P.O. Box No.; if there is no such way of showing your mail address, show the town or post office name. If mail under your name is not normally received at the address which you show, use an "in care of" address.

14 Sign your name as usually written. Do not print unless this is your usual signature. (If unable to write, make a mark witnessed by two persons who can write. The witnesses preferably should be persons who work with the applicant and both must sign this application. A parent, guardian, or custodian who completes this form on behalf of another person should sign his own name followed by his title or relationship to the applicant; for example, "John Smith, father.")

FOR DISTRICT OFFICE USE

SOCIAL SECURITY OFFICE 509
15325 Page Avenue
Harvey, Illinois 60426

FOR BUREAU OF DATA PROCESSING



ID: CN: DO: 509

DO NOT WRITE IN THE ABOVE SPACE

APPLICATION FOR A SOCIAL SECURITY NUMBER

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS *(First Name)* *(Middle Name or Initial—if none, draw line ____)* *(Last Name)*

2 Print FULL NAME GIVEN YOU AT BIRTH

6 YOUR DATE OF BIRTH *(Month)* *(Day)* *(Year)*

3 PLACE OF BIRTH *(City)* *(County if known)* *(State)*

7 YOUR PRESENT AGE *(Age on last birthday)*

4 MOTHER'S FULL NAME AT HER BIRTH *(Her maiden name)*

8 YOUR SEX MALE ☐ FEMALE ☐

5 FATHER'S FULL NAME *(Regardless of whether living or dead)*

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ → (If "Yes" Print State in which you applied and Date you applied and Social Security Number if known)

11 YOUR MAILING ADDRESS *(Number and Street, Apt. No., P.O. Box, or Rural Route)* *(City)* *(State)* *(Zip Code)*

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE *(Do Not Print)*

Form Approved OMB No 72-R0571 No social security number may be issued unless this form is completed (26 CFR Part 31 6011(b)-2)

DHEW, Social Security Administration
Form **SS-5 (1-76)**

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

INCOME TAX VOCABULARY

Name ______________________________

DIRECTIONS: *In filling out your income tax, you will come across some terms that are difficult to understand. Define these terms with the help of a dictionary.*

1. file: ______________________________
2. deduction: ______________________________
3. gross: ______________________________
4. income: ______________________________
5. exemptions: ______________________________
6. credit: ______________________________
7. dependents: ______________________________
8. benefits: ______________________________
9. revenue: ______________________________
10. investment: ______________________________
11. alien: ______________________________

INCOME TAX VOCABULARY - CONTINUED

12. wages: ____________________

13. tips: ____________________

14. estimate: ____________________

15. nonresident: ____________________

16. adjusted: ____________________

17. refund: ____________________

18. itemize: ____________________

19. return: ____________________

20. compute: ____________________

21. joint return: ____________________

22. spouse: ____________________

23. widow: ____________________

24. widower: ____________________

25. withholding: ____________________

ANSWER SHEET - JOB SKILLS

Using The Newspaper
(JS-1)

1) building
2) Boulevard
3) Street
4) experience
5) necessary
6) part time
7) office
8) manager
9) week
10) per hour
11) Company
12) opportunity
13) start
14) Monday-Friday
15) Incorporated
16) full time
17) required
18) High School
19) years
20) Avenue

Job Application
(JS-8)

18	15
14	8
1	10
6	13
2	3
12	16
4	5
9	11
17	7

CONSTRUCTION CAREERS

NAME ______________________________

DIRECTIONS: Unscramble these workers who are in the CONSTRUCTION CLUSTER. *The first letter of each word is underlined for you.*

1. LRREETPAS ______________________
2. BPELURM ______________________
3. TTRACCIEH ______________________
4. METECN SMOAN ______________________
5. TREECARPN ______________________
6. CTRLNAIIECE ______________________
7. APTNERI ______________________
8. DEWERL ______________________
9. FROROE ______________________
10. PETRAC YEARL ______________________

Match the number of the career title with the definitions below.

_____ A. This person would lay the foundation of a structure.

_____ B. This person's job begins once they have the accurate room dimensions and the buyer's decision on color, texture and material.

_____ C. This person is concerned with amps, volts, watts and conductors.

_____ D. Your kitchen and bathroom would not be complete without this person's services.

_____ E. The concern with this job is with the layout, design, and the city or town's building codes.

_____ F. Some of the tools that this person would need are a ladder, tar paper, hammer, and nails.

_____ G. This person's job is less involved and in less of a demand because of the use of drywall board.

_____ H. This person needs skill in accuracy in measurement with wood.

_____ I. This person works with metals and a blow torch.

_____ J. This person uses a brush, paint and ladder.

CE-14

JOB MATCH

Name ____

Directions: *Match the letters of the job title with a tool that would be most commonly used in that field.*

A. Artist
B. Scuba Diver
C. Dressmaker/Tailor
D. Biologist
E. Butcher
F. Custodian
G. Carpenter
H. Secretary
I. Dentist
J. Detective
K. Farmer
L. Life Guard
M. Teacher
N. Astronomer
O. Banker
P. Newspaper Editor
Q. Actor/Actress
R. Auto Mechanic
S. Nurse
T. Waiter/Waitress
U. Truck Driver
V. Telephone Operator
W. Lumberjack
X. Police Officer
Y. Fire Fighter
Z. Gardener
AA. Chef
BB. Fish Catcher
CC. Bricklayer
DD. Architect

1. ______ air tank
2. ______ broom
3. ______ CB radio
4. ______ costume and makeup
5. ______ drafting board
6. ______ drill and water pick
7. ______ hammer and nails
8. ______ hatchet
9. ______ hose and nozzle
10. ______ knife
11. ______ magnifying glass
12. ______ menu
13. ______ microscope
14. ______ mortar and cement
15. ______ needle and thread
16. ______ paint brush
17. ______ planbook and roll book
18. ______ plow
19. ______ printing press
20. ______ pots and pans
21. ______ rake and spade
22. ______ rod and reel
23. ______ safety deposit box
24. ______ handcuffs
25. ______ stethoscope
26. ______ switch board
27. ______ telescope
28. ______ typewriter
29. ______ whistle
30. ______ wrench and jack

WHO AM I ?

DIRECTIONS: Underline the response that makes the statement true.

1. If I sell medicine and fill prescriptions, I am a/an
   (a) Dentist (b) Pharmacist (c) Orthodontist

2. If I make and repair medical machines and instruments, I am a Medical
   (a) Laboratory Assistant (b) Librarian (c) Technical Engineer

3. If I diagnose and treat diseases and deformities of the feet, I am a
   (a) Podiatrist (b) Scientist (c) Geologist

4. If I observe and test the behavior of people, I am a/an
   (a) Nurse (b) Psychologist (c) Insurance Agent

5. If I plan meals for people, I am a
   (a) Dietician (b) Food Inspector (c) Doctor

6. If I give information about automobile insurance, I am an
   (a) Immunologist (b) Interpreter (c) Insurance Agent

7. If I assisted with the care of your teeth, I am a
   (a) X-ray Technician (b) Dental Technician (c) Secretary

8. If I call plays and make judgements at a ball game, I am a/an
   (a) Umpire (b) Police Officer (c) Lawyer

9. If I checked the finished product in a factory, I am a/an
   (a) Auditor (b) Contractor (c) Inspector

10. If I perform operations, I am a
    (a) Surgeon (b) Machinist (c) Carpenter

11. If I work in the field of entertainment, I am a
    (a) Horticulturalist (b) Musician (c) Beautician

12. If I install pipes, I am a
    (a) Carpenter (b) Landscaper (c) Plumber

13. If I run a newspaper, I am a/an
    (a) Reporter (b) Editor (c) Photographer

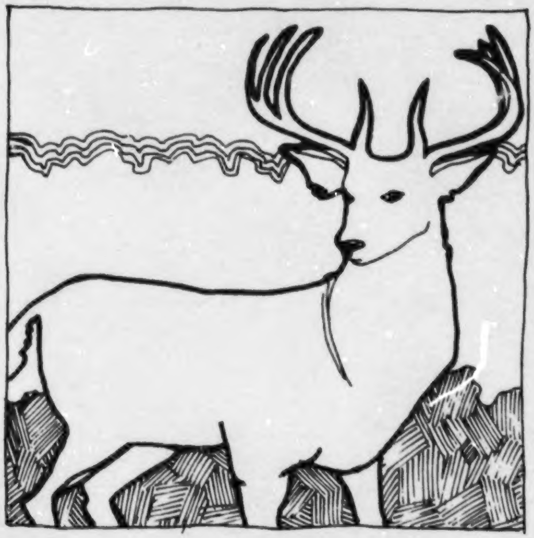
14. If I draw pictures for a book, I am a/an
    (a) Illustrator (b) Author (c) Publisher

15. If I repair and maintain engines, I am a/an
    (a) Welder (b) Mechanic (c) Iron Worker

DO YOU LIKE ?

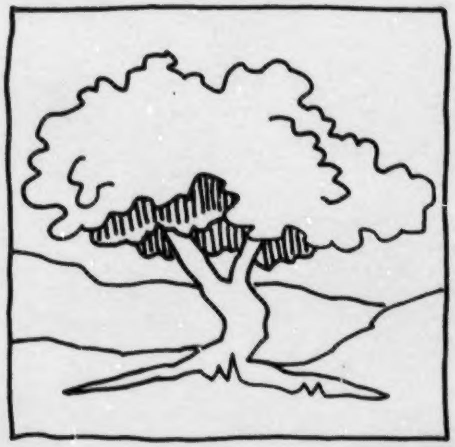
Name ____

DIRECTIONS: *Read each question and think of careers that would apply. Complete each word by inserting the missing letters.*



A. Do you like to work with animals?

1. ZOOLO _ _ _ _
2. V _ T _ R _ N _ R _ A _
3. ANIMAL TR _ _ _ _ _ _
4. ANIMAL GR _ _ _ _ _ _
5. ANIMAL BR _ _ _ _ _ _
6. P _ _ ST _ _ _ OWNER
7. RAN _ _ ER
8. COW _ _ _ _
9. F _ _ _ AND WILD _ _ _ _ INSP _ _ _ _ _
10. MAR _ _ _ LIFE TECH _ _ _ _ _ _



B. Do you like to be outdoors?

1. FAR _ _ _
2. LAND _ _ _ _ _ _
3. SOIL CON _ _ _ _ _ _ _ _ _ _ _ _ _ _
4. MAIL C _ _ _ _ _ _ _
5. RO _ _ ER
6. F _ _ _ _ _ _ R _ _ _ _ _ _
7. AGRON _ _ _ _ _ _
8. F _ _ _ AND W _ _ _ L _ _ _ INSP _ _ _ _ _
9. TEL _ _ _ _ _ _ _ LINE _ _ _
10. S _ _ L _ _

CAREER FIND

NAME ______________________________

DIRECTIONS: *Find and circle 30 jobs that are hidden in this puzzle.*

WORDS TO FIND:

Artist
Barber
Beautician
Clerk
Comedian
Dentist
Doctor
Guard
Homemaker
Jeweler
Landscaper
Lawyer
Manager
Mechanic
Model
Nurse
Pharmacist
Pilot
Plumber
Poet
Printer
Reporter
Roofer
Secretary
Seller
Teacher
Truck Driver
Waiter
Writer
Vet

OIL COLOR
LIPSTIC
NAIL POLISH

T	T	P	P	L	U	M	B	E	R	L	I	J	L	S
F	R	R	U	A	R	T	I	S	T	L	P	A	A	P
H	U	I	Y	W	C	L	E	R	K	I	J	D	N	H
J	C	N	K	Y	L	O	T	U	L	U	R	E	D	A
O	K	T	U	E	T	K	M	O	D	E	L	M	S	R
J	D	E	R	R	O	E	T	E	K	D	O	E	C	M
E	R	R	O	L	S	H	A	W	D	R	L	C	A	A
W	I	W	R	I	T	E	R	C	M	I	G	H	P	C
E	V	K	D	O	C	T	O	R	H	V	A	A	E	I
L	E	N	E	V	L	Y	E	T	L	E	W	N	R	S
E	R	A	N	E	L	L	E	F	R	R	R	I	L	T
R	R	I	T	T	L	O	D	E	K	V	B	C	R	P
D	E	C	I	E	P	R	B	M	C	X	J	L	O	M
E	P	I	S	J	A	R	E	K	A	M	E	M	O	H
Q	O	T	T	U	A	K	I	L	L	O	W	J	F	P
W	R	U	G	B	K	O	U	N	J	F	L	H	E	O
V	T	A	W	A	I	T	E	R	T	K	E	O	R	T
B	E	E	U	T	M	A	N	A	G	E	R	P	O	I
N	R	B	O	S	E	C	R	E	T	A	R	Y	Y	P

WORD SEARCH

NAME ______________________________

__*DIRECTIONS:*__ *Circle the hidden words listed below by __ONLY__ circling __ACROSS__ or __DOWN__ the page.*

administration
architect
bachelors degree
bacteria
banker
career
clinic
college
data processing
dedication
dentist
diagnose
discipline
doctorate
engineer
examination
formal
geophysicist
lawyer
license
masters degree
nurse
patent
pension
profession
professor
scientist
specialized
specialty
statistician
teacher
technician
therapist
university
utility

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C A R E E R A S C I E N T I S T B E J L E P R T U S
D A C E Q S Z Y O P L N A D C E F Z Y X X U L P A T
E A U T I L I T Y Z L O Z Q D F H J R T A V L B M A
D Z Y X A D J M O S R T H L I M E U P C M N M A H T
I A C E C L I N I C L N A L A W Y E R X I U L C A I
C R E E R A S C I N T I S C G T B E O L N P R H U S
A Z X Y A D J M P E N S I O N F H J F T A V L E M T
T A F O R M A L U N T L O L O F H J E C T M N L M I
I B F I K N P R T G Y X Z L S A C E S G I J L O N C
O R M A L U N T L I O L O E E H J E S T O N D R L I
N C E C L I N Z A N A W Y G B E O N O P N R I S U A
D A C E Q S Z Y Z E R N A E F H J U R C N M S D L N
U D G J S B A C T E R I A R T H F D J L N P C E I M
N E E C Z A N A W R Y G A E F J U A C N M S I G D N
I A O F O R D J M T I S C F H J D T A V P N P R R U
V S P E C I A L I Z E D B E J L E A T O L O L E R M
E Q H S Y Z T M A L U N A E S A N P C E L T I E M N
R C Y U N T E Y Z A D M I N I S T R A T I O N E C T
S Z S X Y N C A W Y G E H E R N I O A H C F E J N P
I T I B E J H E S G V X G A E D S C T E E O E Z A T
T D C Z Y P N C M Z D B E F H J T E C R N M R N R H
Y C I F I L I P R O F E S S I O N S U A S W Y J C P
Z X S Y L Z C N A E M E J L U J R S C P E N M P H J
Q S T P Z S I Y Z A N B G Y Z R A I T I N E R T I N
Q H S A A C A I S C D A R S G V X N E S O U L Y T U
E T D T E C N I C I A N C T T N E G L T E A C H E R
A X Y E H N W G E R N K T E R N F E J Q M C B L C S
R T S N W Z Y X V U S E O E L A U F R D T I Y C T E
O R M T Y P A N B G Y R S P E C I A L T Y V X A C H
A L U F J R T W A C D X Y Z Q M N S T A B C F G H L
I J K M N O D O C T O R A T E A F J B C A X Y L T U
V A C E H J L O Q S U W Y Z A C D L M N Z O F T R S
M A S T E R S D E G R E E Z O L N Q P T J K O M N Z
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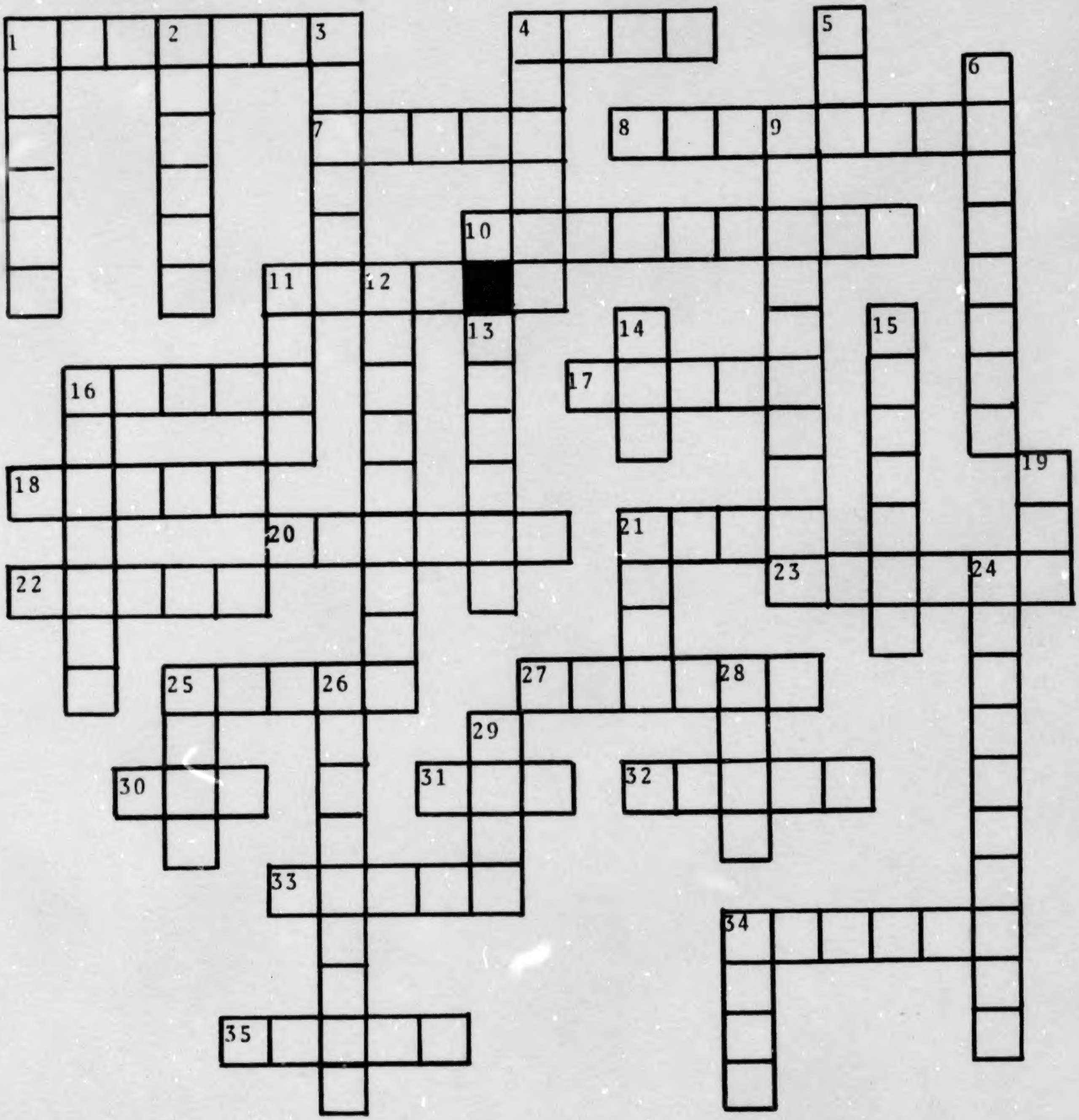
CAREER CROSSWORD PUZZLE

NAME ____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Definitions and words are found on page CE- 20

CAREER CROSSWORD PUZZLE - WORDS

ACROSS

1. A group of related jobs
4. punch a ______ clock
7. talent, art
8. work past the regular day
10. taken out of your pay by federal and state government (two words)
11. 40 hour work ______
16. job listings in the news ______
17. pay increase
18. employee's association
20. leave work because of age
21. make a living
22. lost your job
23. job names
25. to prepare for a job
27. asked to leave your job temporarily (two words)
30. request
31. work
32. "The ______ of Work"
33. ______pay, before taxes
34. selection
35. pay ______

DOWN

1. life-work
2. place for learning
3. job history and personal data sheet
4. skill
5. take home pay
6. "extras" given to employees
9. quit work because of age
11. job
12. schooling
13. wage
14. _____check
15. able to perform
16. pay received after retirement
19. Initials for Internal Revenue Service
21. not difficult
24. state of being hired
25. examination
26. a face-to-face meeting
28. fill out an application _____
29. employer
34. money

WORDS TO USE:

Ability
Ask
Benefits
Boss
Career
Cash
Check
Choice
Cluster
Earn
Easy
Education
Employment
Fired
Form
Gross
Income Tax
Interview
I.R.S.
Job
Lay Off
Net
Overtime
Paper
Pay
Pension
Raise
Resume
Retire
Retirement
Salary
School
Skill
Talent
Test
Time
Titles
Train
Union
Week
Work
World

JOB JUMBLES

Name ____

DIRECTIONS: *Unscramble these words so you have 3 well-known jobs. Write the circled letters in the box provided. Unscramble these letters to make a word that will fit in the sentence.*

---

1. a. carot ○ ○ ___ ___ ___

   b. unser ___ ___ ○ ___ ○

   c. refram ___ ___ ○ ___ ○ ___

   CIRCLED LETTERS ___ ___ ___ ___ ___ ___

   Your goal in life should be to find a rewarding ______________.

---

2. a. kreba ___ ___ ___ ○ ○

   b. recrestay ○ ___ ___ ○ ○ ___ ___ ___ ___

   c. craned ○ ___ ○ ___ ___ ___

   d. pretain ○ ___ ○ ___ ___ ___ ___

   CIRCLED LETTERS

   ___ ___ ___ ___ ___ ___ ___ ___ ___

   Every natural-born citizen has the opportunity to become __________ of the United States.

---

3. a. rainbrail ○ ___ ○ ___ ___ ___ ___ ___ ___

   b. ourhat ___ ○ ___ ○ ___ ___

   c. perrint ○ ___ ___ ___ ___ ○ ___

   d. sullitartor

   ○ ___ ___ ___ ○ ___ ___ ___ ___ ___ ○

   CIRCLED LETTERS ___ ___ ___ ___ ___ ___ ___ ___ ___

   The four careers above use the services of a ________________.

CE-22

WORD FIND

NAME ____

DIRECTIONS: *Make as many words as you can using the guide words: CAREER EDUCATION. You can not repeat a letter in a word unless it is repeated in the guide words. You do not get credit for proper names, words that are repeated, misspelled, are nonsense, or only contain two letters.*

SCORING: At the end of an allotted time determined by your teacher, score your words as follows:

1 point - 3 letter words
2 points - 4 letter words
5 points - 5 or more letter words

TOTALS

Column A __________
Column B __________
Column C __________
TOTAL __________

CAREER EDUCATION

A		B		C	
WORD	SCORE	WORD	SCORE	WORD	SCORE

OCCUPATIONAL TTTLES

TO THE TEACHER: *Make a set of JOB CARDS for your class. Write the following occupational titles on index cards-one title per card. Add any other titles to this list that are not included and are of interest to your students. On the following page are suggestions for their use.*

ACCOUNTANT
ACROBAT
ACTOR/ACTRESS
ACTUARY
AGRONOMIST
ANESTHESIOLOGIST
ANNOUNCER
ANTHROPOLOGIST
AQUANAUT
ARCHAEOLOGIST
ARCHITECT
ARTIST
ASTRONAUT
ASTRONOMER
ASTROPHYSICIST
ATHLETE
AUCTIONEER
AUDIOLOGIST
AUTHOR
BAKER
BEAUTICIAN/BARBER
BELLHOP
BIOLOGIST
BLACKSMITH
BOOKKEEPER
BOTANIST
BRICKLAYER
BUSDRIVER
BUTCHER
BUYER
CARPENTER
CASHIER
CHIROPRACTOR
COMEDIAN
CLERK
CONTROLLER
CONSTRUCTION WORKER
COOK
COPYWRITER
COUNSELOR
DANCER
DENTIST
DESIGNER
DETECTIVE
DIETICIAN
DISC JOCKEY
DOCTOR
DRAMATIST
ECONOMIST
EDITOR
ELECTRICIAN
ENGINEER
FARMER
FILM DIRECTOR
FIRE FIGHTER
FLIGHT ATTENDANT
FORESTER
GARDENER
GEODESIST
GEOGRAPHER
GEOLOGIST
GEOPHYSICIST
GLAZIER
GUARD
HISTORIAN
HOMEMAKER
HORTICULTURIST
HYDROLOGIST
INTERIOR DECORATOR
INTERNIST
INTERPRETER
JANITOR
JEWELER
LANDSCAPER
LATHER
LAWYER
LIBRARIAN
LOCKSMITH
MACHINIST
MAGICIAN
MANAGER
MATHEMATICIAN
MECHANIC
METEOROLOGIST
MICROBIOLOGIST
MILLWRIGHT
MINISTER
MORTICIAN
MUSICIAN
NURSE
OBSTETRICIAN
OCEANOGRAPHER
OPHTHALMOLOGIST
OPTICIAN
OPTOMETRIST
OSTEOPATH
PAINTER
PATHOLOGIST
PEDIATRICIAN
PHARMACIST
PHARMACOLOGIST
PHOTOENGRAVER
PHOTOGRAPHER
PILOT
PLASTERER
PLUMBER
PIPEFITTER
PODIATRIST
POET
POLICE OFFICER
POLITICIAN
POSTAL WORKER
PRIEST
PRINTER
PRODUCER
PROGRAMMER
PROOFREADER
PSYCHIATRIST
RADIOLOGIST
RANCHER
RECEPTIONIST
REPORTER
RIVETER
ROOFER
SALESPERSON
SCULPTOR
SECRETARY
SOCIOLOGIST
STENOGRAPHER
STONEMASON
SUPERVISOR
SURGEON
SURVEYOR
TAXI DRIVER
TEACHER
TELEPHONE OPERATOR
TRAVEL AGENT
TRUCK DRIVER
UPHOLSTERER
VETERINARIAN
WAITER/WAITRESS

JOB CARDS

1. Each pupil is given a JOB CARD and the class takes turns asking the player one question about their occupation until it is discovered. Each question can only be answered with a YES or NO.

2. The pupil who has the JOB CARD may give only three clues as to what their occupation is. The class is to determine the occupation.

3. These JOB CARDS could be used for an Occupational Spelling Bee. The class is divided into two teams. The team speller who is "up" has to spell the title on the card. If it is spelled correctly, the team gets a point. If it is spelled incorrectly, the opposing team has a chance to spell it for two points. The point value increases by one point until the word is spelled correctly. The end of the game is determined by time or after all the cards have been used one time.

4. Ten job cards are to be placed in an envelope. The number of envelopes will be determined by the number of cards that the student has. As an independent activity, the student is to do one or two of the following with each set:

    1. Write the occupations alphabetically.

    2. Divide them into syllables.

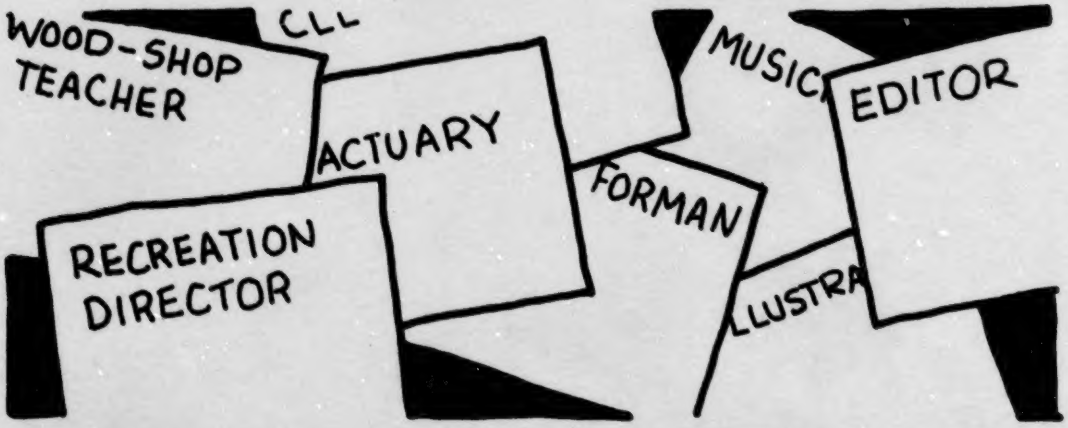
    3. Write each in a sentence.

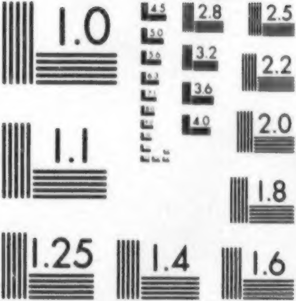
    4. Give a job description for each.

    5. Categorize them into CLUSTERS.

    6. Write the occupations and give a related job title.

    7. Find salary, education, experience and training needed for each.




1.0
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2.0
1.1
1.8
1.25
1.4
1.6

MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

CE-25

CHANGING TIMES

NAME ____

DIRECTIONS: *Job titles have changed over the years because now jobs are no longer classified as "men's jobs" or "women's jobs." Women are entering career areas that they did not consider years ago. Match the OLD JOB TITLES in column A with the NEW JOB TITLES in column B.*

A	B
A. Shoe Repairman	1. ____ Domestic Helper
B. Policeman	2. ____ Sanitation Engineer
C. Mailman	3. ____ Postal Worker
D. Salesman	4. ____ Chairperson
E. Fireman	5. ____ Fire Fighter
F. Airline Stewardess	6. ____ Elevator Mechanic
G. Garbageman	7. ____ Shoe Repairer
H. Chairman	8. ____ Warehouse Laborer
I. Elevatorman	9. ____ Police Officer
J. Warehouseman	10. ____ Salesperson
K. Insuranceman	11. ____ Insurance Agent
L. Barber/Beautician	12. ____ Hair Stylist
M. Maid	13. ____ Flight Attendant

TRADITION . . . TRADITION . . . TRADITION . . . TRADITION . . .

List below as many other job titles as you can that were TRADITIONAL "Men's Jobs" or "Women's Jobs". After you have written the titles, circle the ones that are now being done by both men and women.

MEN'S JOBS	WOMEN'S JOBS

FRINGE BENEFITS

NAME ______________________________

DIRECTIONS: *Many companies offer benefits to their employees. These are called Fringe Benefits and vary greatly from company to company and from job to job. Listed below is a sampling of Fringe Benefits that are offered to employees. Write YOUR CAREER CHOICE on the line provided and select the Fringe Benefits that you feel you should have and explain why. Select wisely - you can only choose six benefits.*

CAREER CHOICE ______________________________

BENEFITS:

- paid vacations
- medical and life insurance
- dental insurance
- paid holidays
- sick days
- overtime pay
- bonus or commission
- pension plan
- profit sharing
- uniforms provided
- company car
- expense account
- personal business days

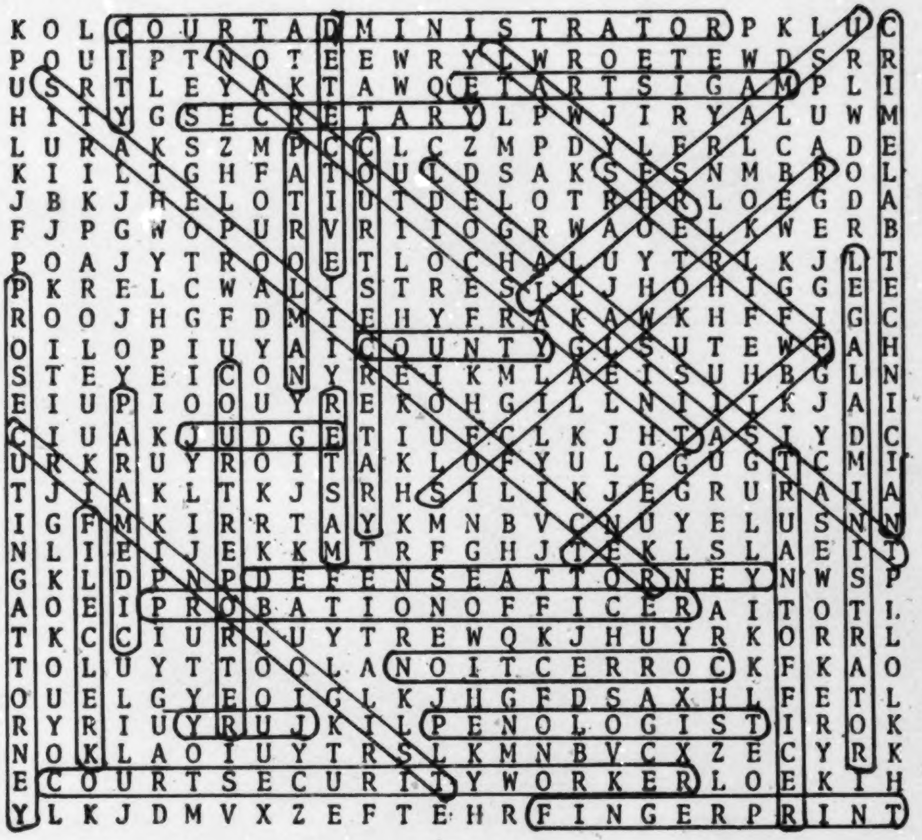
	FRINGE BENEFITS	REASON
1.		
2.		
3.		
4.		
5.		
6.		

ANSWER SHEET - CAREER EXPLORATION

Cluster Number
(CE-8)

1)	11	23)	9
2)	14	24)	10
3)	2	25)	13
4)	3	26)	9
5)	4	27)	12
6)	7	28)	12
7)	8	29)	3
8)	6	30)	2
9)	13	31)	9
10)	14	32)	6
11)	9	33)	5
12)	15	34)	13
13)	4	35)	9
14)	5	36)	3
15)	7	37)	4
16)	3	38)	12
17)	2	39)	14
18)	8	40)	15
19)	1	41)	11
20)	15	42)	14
21)	14	43)	3
22)	14	44)	9

Careers in Law Enforcement
(CE-10)



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K O L C O U R T A D M I N I S T R A T O R P K L U C
P O U I P T N O T E E W R Y L W R O E T E W D S R R
U S R T L E Y A K T A W Q E T A R T S I G A M P L I
H I T Y G S E C R E T A R Y L P W J I R Y A L U W M
L U R A K S Z M P C C L C Z M P D Y L E R L C A D E
K I I L T G H F A T O U L D S A K S E S N M B R O L
J B K J H E L O T I U T D E L O T R H R L O E G D A
F J P G W O P U R V R I I O G R W A O E L K W E R B
P O A J Y T R O O E T L O C H A L U Y T R L K J L T
P K R E L C W A L I S T R E S L L J H O H I G G E E
R O O J H G F D M I E H Y F R A K A W K H F F I G C
O I L O P I U Y A I C O U N T Y G L S U T E W F A H
S T E Y E I C O N Y R E I K M L A E I S U H B G L N
E I U P I O O U Y R E K O H G I L L N I I I K J A I
C I U A K J U D G E T I U F C L K J H T A S I Y D C
U R K R U Y R O I T A K L O F Y U L O G U G T C M I
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O U E L G Y E O I G L K J H G F D S A X H L F E T L
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N O K L A O I U Y T R S L K M N B V C X Z E C Y R K
E C O U R T S E C U R I T Y W O R K E R L O E K I H
Y L K J D M V X Z E F T E H R F I N G E R P R I N T
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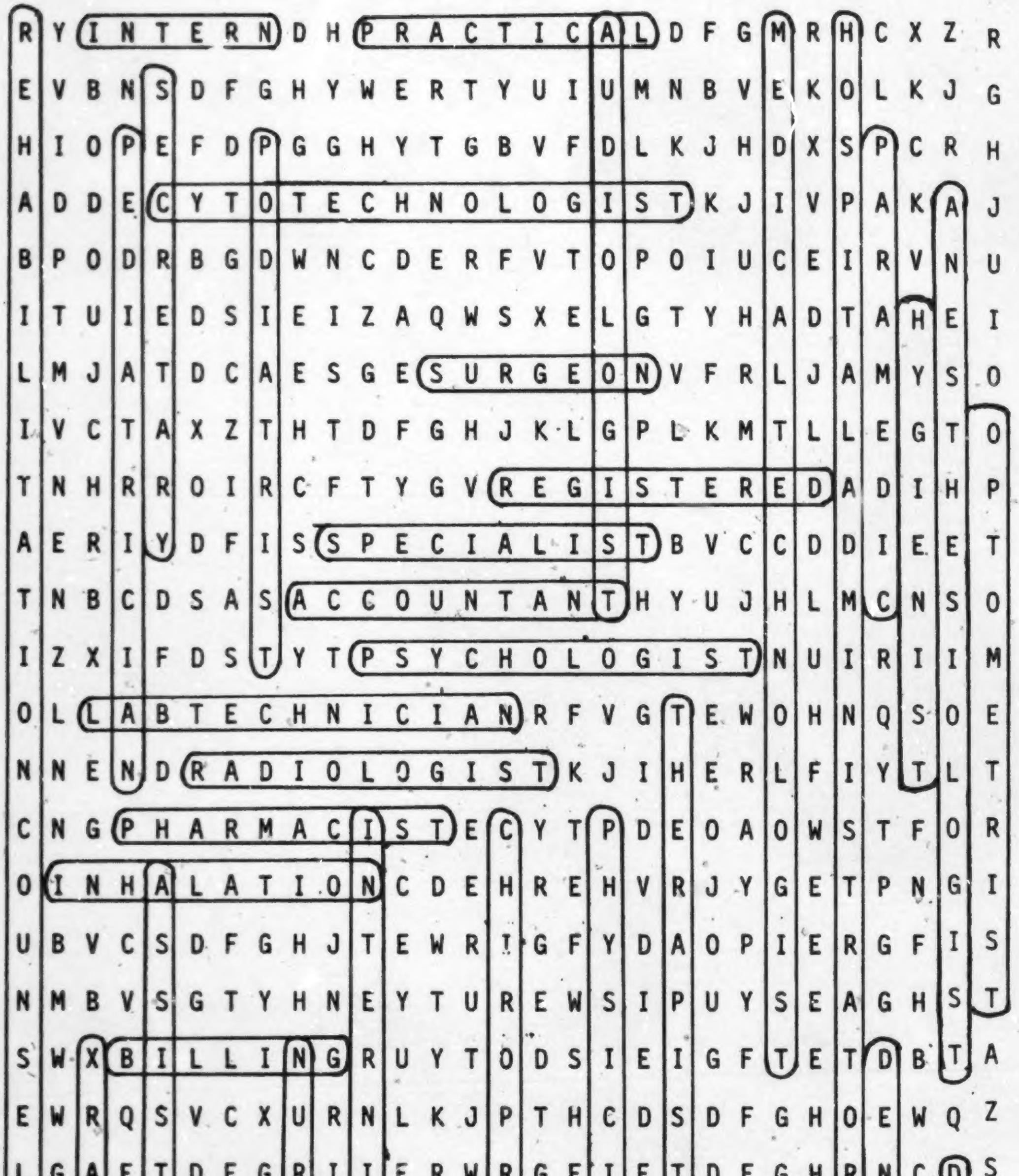
Careers in Health
(CE-11)

Audiologist
Anethesiologist
Chiropractor
Cytotechnologist
Osteopath
Pharmacologist
Podiatrist
Radiologist
Optometrist

ANSWER SHEET - CAREER EXPLORATION

Careers in Health
(CE-12)



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R Y I N T E R N D H P R A C T I C A L D F G M R H C X Z R
E V B N S D F G H Y W E R T Y U I U M N B V E K O L K J G
H I O P E F D P G G H Y T G B V F D L K J H D X S P C R H
A D D E C Y T O T E C H N O L O G I S T K J I V P A K A J
B P O D R B G D W N C D E R F V T O P O I U C E I R V N U
I T U I E D S I E I Z A Q W S X E L G T Y H A D T A H E I
L M J A T D C A E S G E S U R G E O N V F R L J A M Y S O
I V C T A X Z T H T D F G H J K L G P L K M T L L E G T O
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A E R I Y D F I S S P E C I A L I S T B V C C D D I E E T
T N B C D S A S A C C O U N T A N T H Y U J H L M C N S O
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N N E N D R A D I O L O G I S T K J I H E R L F I Y T L T
C N G P H A R M A C I S T E C Y T P D E O A O W S T F O R
O I N H A L A T I O N C D E H R E H V R J Y G E T P N G I
U B V C S D F G H J T E W R I G F Y D A O P I E R G F I S
N M B V S G T Y H N E Y T U R E W S I P U Y S E A G H S T
S W X B I L L I N G R U Y T O D S I E I G F T E T D B T A
E W R Q S V C X U R N L K J P T H C D S D F G H O E W Q Z
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R B G T N D E R E F T V C X C D A N Z A Q W S X E I R I D
E W P A T H O L O G I S T E T G I D F G H J F D R S F V C
R P S Y C H I A T R I S T D O F D E O S T E O P A T H E F
V B O R D E R L Y W Q C L E R K E V F R T G D O C T O R V
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ANSWER SHEET - CAREER EXPLORATION

CONSTRUCTION CAREERS (CE-13)

1. plasterer
2. plumber
3. architect
4. cement mason
5. carpenter
6. electrician
7. painter
8. welder
9. roofer
10. carpet layer

A. 4
B. 10
C. 6
D. 2
E. 3
F. 9
G. 1
H. 5
I. 8
J. 7

JOB MATCH (CE-14)

1. B
2. F
3. U
4. Q
5. DD
6. I
7. G
8. W
9. Y
10. E
11. J
12. T
13. D
14. CC
15. C
16. A
17. M
18. K
19. P
20. AA
21. Z
22. BB
23. O
24. X
25. S
26. V
27. N
28. H
29. L
30. R

WHO AM I? (CE-15)

1. B
2. C
3. A
4. B
5. A
6. C
7. B
8. A
9. C
10. A
11. B
12. C
13. B
14. A
15. B

DO YOU LIKE? (CE-16)

A

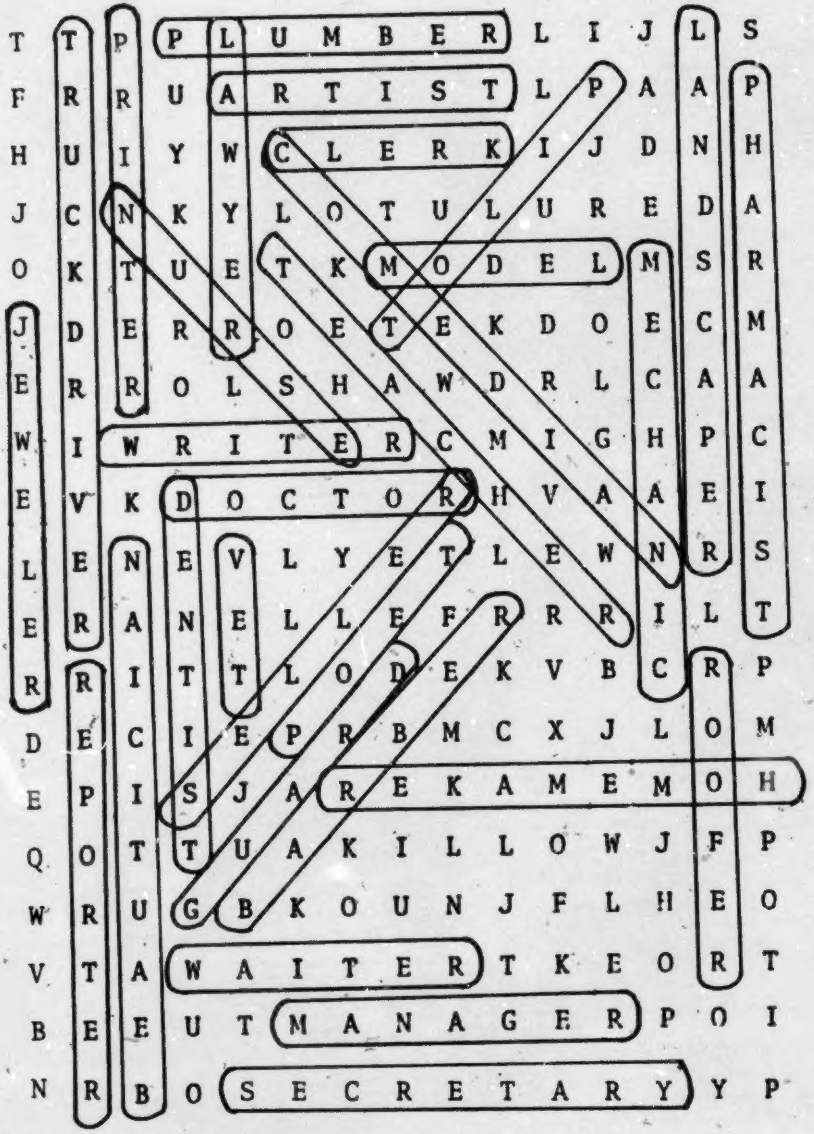
1. Zoologist
2. Veterinarian
3. Animal Trainer
4. Animal Groomer
5. Animal Breeder
6. Pet Store Owner
7. Rancher
8. Cowhand
9. Fish & Wildlife Inspector
10. Marine Life Technician

B

1. Farmer
2. Landscaper
3. Soil Conservationist
4. Mail Carrier
5. Roofer
6. Forest Ranger
7. Agronomist
8. Fish & Wildlife Inspector
9. Telephone Lineman
10. Sailor

ANSWER SHEET - CAREER EEXPLORATION

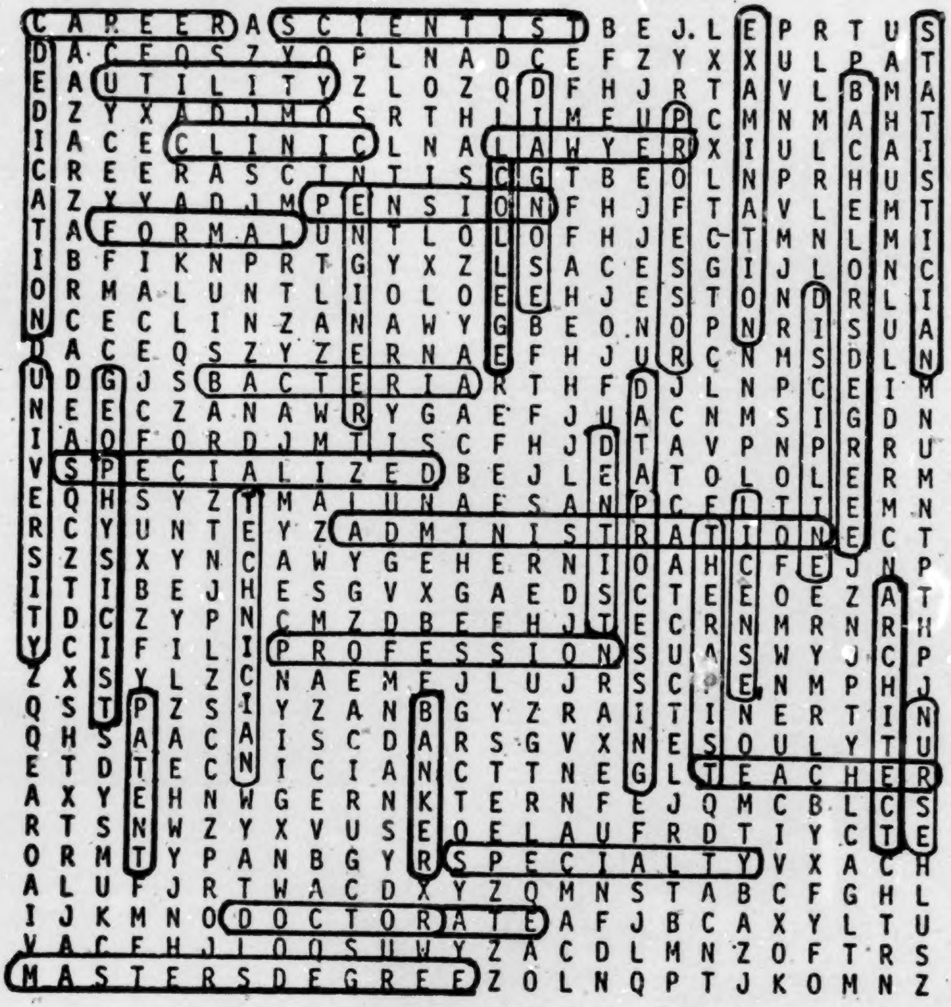
CAREER FIND (CE-17)



T	T	P	P	L	U	M	B	E	R	L	I	J	L	S
F	R	R	U	A	R	T	I	S	T	L	P	A	A	P
H	U	I	Y	W	C	L	E	R	K	I	J	D	N	H
J	C	N	K	Y	L	O	T	U	L	U	R	E	D	A
O	K	T	U	E	T	K	M	O	D	E	L	M	S	R
J	D	E	R	R	O	E	T	E	K	D	O	E	C	M
E	R	R	O	L	S	H	A	W	D	R	L	C	A	A
W	I	W	R	I	T	E	R	C	M	I	G	H	P	C
E	V	K	D	O	C	T	O	R	H	V	A	A	E	I
L	E	N	E	V	L	Y	E	T	L	E	W	N	R	S
E	R	A	N	E	L	L	E	F	R	R	R	I	L	T
R	R	I	T	T	L	O	D	E	K	V	B	C	R	P
D	E	C	I	E	P	R	B	M	C	X	J	L	O	M
E	P	I	S	J	A	R	E	K	A	M	E	M	O	H
Q	O	T	T	U	A	K	I	L	L	O	W	J	F	P
W	R	U	G	B	K	O	U	N	J	F	L	H	E	O
V	T	A	W	A	I	T	E	R	T	K	E	O	R	T
B	E	E	U	T	M	A	N	A	G	E	R	P	O	I
N	R	B	O	S	E	C	R	E	T	A	R	Y	Y	P

ANSWER SHEET - CAREER EXPLORATION

Word Search
(CE-18)



```
C A R E E R A S C I E N T I S T B E J L E P R T U S
D A C E O S Z Y O P L N A D C E F Z Y X X U L P A T
E A U T I L I T Y Z L O Z Q D F H J R T A V L B M A
D Z Y X A D J M O S R T H L I M E U P C M N M A H T
I A C E C L I N I C L N A L A W Y E R X I U L C A I
C R E E R A S C I N T I S C G T B E O L N P R H U S
A Z Y Y A D J M P E N S I O N F H J F T A V L E M T
T A F O R M A L U N T L O L O F H J E C T M N L M I
I B F I K N P R T G Y X Z L S A C E S G I J L O N C
O R M A L U N T L I O L O E E H J E S T O N D R L I
N C E C L I N Z A N A W Y G B E O N O P N R I S U A
D A C E Q S Z Y Z E R N A E F H J U R C N M S D L N
U D G J S B A C T E R I A R T H F D J L N P C E I M
N E E C Z A N A W R Y G A E F J U A C N M S I G D N
I A O F O R D J M T I S C F H J D T A V P N P R R U
V S P E C I A L I Z E D B E J L E A T O L O L E R M
E Q H S Y Z T M A L U N A F S A N P C F L T I E M N
R C Y U N T E Y Z A D M I N I S T R A T I O N E C T
S Z S X Y N C A W Y G E H E R N I O A H C F E J N P
I T I B E J H E S G V X G A E D S C T E E O E Z A T
T D C Z Y P N C M Z D B E F H J T E C R N M R N R H
Y C I F I L I P R O F E S S I O N S U A S W Y J C P
Z X S Y L Z C N A E M E J L U J R S C P E N M P H J
Q S T P Z S I Y Z A N B G Y Z R A I T I N E R T I N
Q H S A A C A I S C D A R S G V X N E S O U L Y T U
E T D T E C N I C I A N C T T N E G L T E A C H E R
A X Y E H N W G E R N K T E R N F E J Q M C B L C S
R T S N W Z Y X V U S E O E L A U F R D T I Y C T E
O R M T Y P A N B G Y R S P E C I A L T Y V X A C H
A L U F J R T W A C D X Y Z Q M N S T A B C F G H L
I J K M N O D O C T O R A T E A F J B C A X Y L T U
V A C E H J I O O S U W Y Z A C D L M N Z O F T R S
M A S T E R S D E G R E E Z O L N Q P T J K O M N Z
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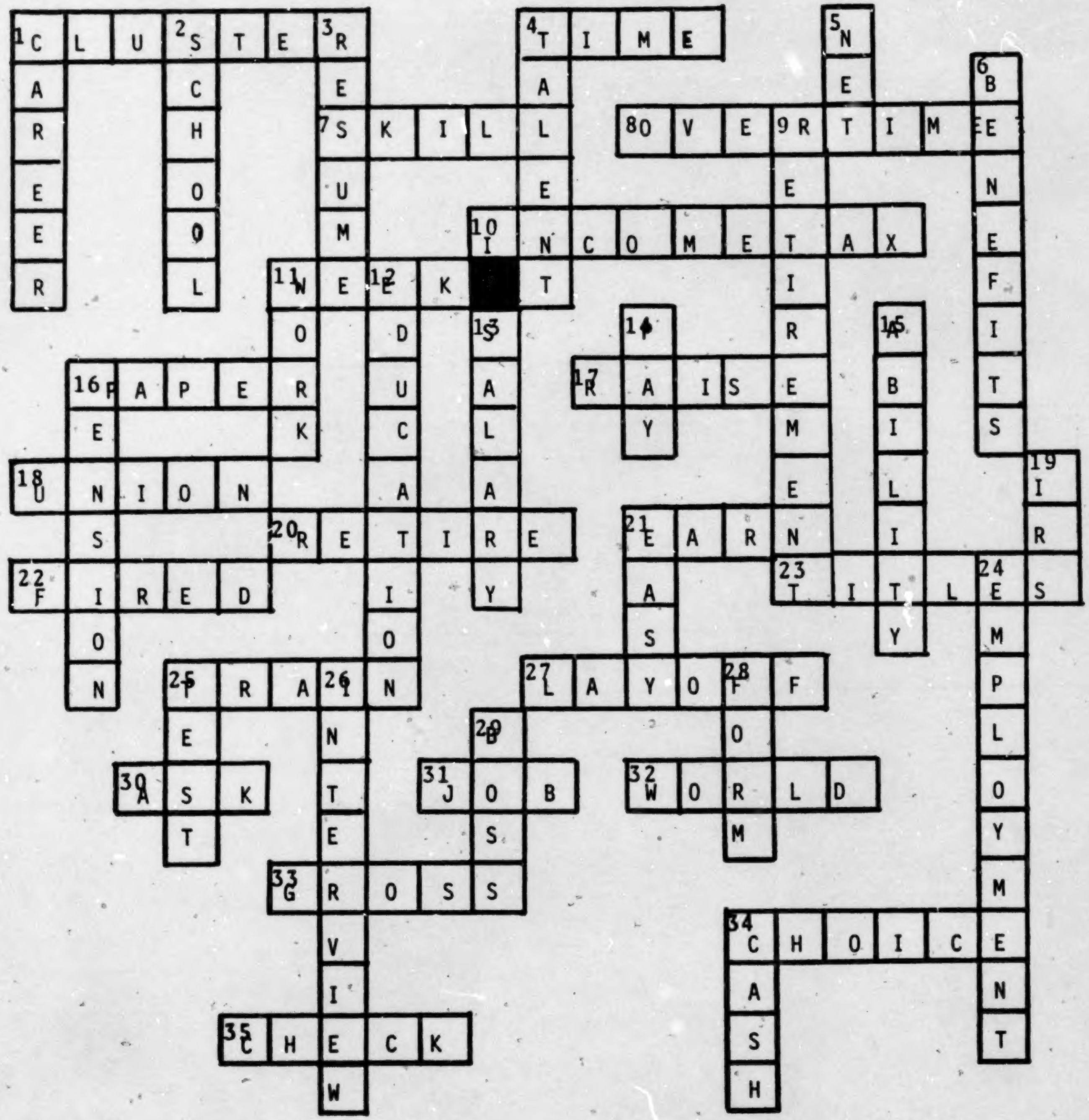
ANSWER SHEET - CAREER EXPLORATION

Career Crossword Puzzle
(CE-19)


1 CLUSTER
4 TIME
5 NET
6 BENEFITS
7 SKILL
8 OVERTIME
9 RETIREMENT
10 INCOME TAX
11 WEEK
12 EDUCATION
13 SALARY
14 PAY
15 ABILITY
16 PAPER
17 RAISE
18 UNION
19 IRS
20 RETIRE
21 EARN
22 FIRED
23 TITLES
24 EMPLOYMENT
25 TRAIN
26 INTERVIEW
27 LAYOFF
28 FORM
29 BOSS
30 ASK
31 JOB
32 WORLD
33 GROSS
34 CHOICE
35 CHECK
1 CAREER
2 SCHOOL
3 RESUME
4 TALENT
11 WORK
16 PENSION
21 EASY
25 TEST
34 CASH

ANSWER SHEET - CAREER EXPLORATION

Job Jumbles
(CE-21)

1. a) actor
   b) nurse
   c) farmer
   career

2. a) taker
   b) secretary
   c) dancer
   e) painter
   president

3. a) librarian
   b) author
   c) printer
   e) illustrator
   publisher

Changing Times
(CE-25)

1) M
2) G
3) C
4) H
5) E
6) I
7) A
8) J
9) B
10) D
11) K
12) L
13) F

USING THE NEWSPAPER

NAME ______________________________

DIRECTIONS: *Sometime when you are looking for a job in the newspaper, you feel that you aren't reading English. Words are abbreviated and many words are omitted.*

AN AD WHICH SAYS THIS:	*MAY LOOK LIKE THIS:*
BABYSITTER: Student 14 years or older to watch my two children after school 3:30 to 6:30 everyday. $2.00 an hour. References required. Call 321-0012.	*BABY SITR.:* 14 yr. or older Stdnt. for 2 Chld. 3:30-6:30. $2.00/H Ref. Req. 321-0012.

Listed below are common newspaper "abbreviations." Write the full spelling of each word.

Avenue
Boulevard
building
Company
experience
full-time
High School
incorporated
manager
Monday-Friday
necessary
office
opportunity
part-time
per hour
required
start
Street
week
years

1. bldg. ____________
2. Blvd. ____________
3. St. ____________
4. exp. ____________
5. nec. ____________
6. P/T ____________
7. off. ____________
8. mgr. ____________
9. wk. ____________
10. /h. ____________
11. Co. ____________
12. oppty. ____________
13. strt. ____________
14. M-F ____________
15. Inc. ____________
16. F/T ____________
17. req. ____________
18. HS ____________
19. yrs. ____________
20. Ave. ____________

USING THE NEWSPAPER - CONTINUED

FOLLOW - UP ACTIVITIES:

1. Bring in the WANT AD section of the newspaper and list on a sheet of paper all the abbreviations that you can find and write the word.

2. Find an ad in the WANT ADS that appeals to you. Write a letter to the company expressing your interest and qualifications or skills for the job.

3. Write an ad for the paper describing a part-time job of your interest.

4. What is the job market like? Select one CLUSTER AREA and cut out only the jobs that belong to the cluster. A class project could be developed by making 15 posters, representative of the 15 clusters and pasting the jobs listed on the appropriate area.

USING THE TELEPHONE BOOK

TO THE TEACHER: *Some people have been able to find a job they are interested in by using the TELEPHONE BOOK. The white pages are alphabetized according to a person's last name or the name of a company. The yellow pages (the classified section) are divided into interest areas.*

Classroom quantities of your local telephone listings are available by contacting the educational representative in your area, or the students could bring in their home copies.

WITH THE PHONE BOOK YOU CAN

1. Have your students select a job that interests them and find companies listed that have this type of job. List on a sheet of paper as many companies as they can and write a letter to one of them expressing their interest.

2. Make up a worksheet listing various local company names. The student is to look them up and write the address, phone number and the page number.

3. Introduce them to their local telephone book. Use the student worksheet on the following page.

4. Develop speed and accuracy in locating numbers in the telephone book by providing each student with a Telephone Directory. The students begin with the books closed; the teacher says the name of a person or company; the first to locate it stands and gives the page number.

5. Call your local telephone representative. They are an excellent resource to provide classroom speakers on all areas of telephone communication.

6. Discuss telephone manners, taking telephone messages and the jobs that are dependent on the use of their telephone as well as the jobs that are in existence today because of the development of the telephone.

TELEPHONE DIRECTORY INFORMATION

NAME ____

DIRECTIONS: *Using YOUR LOCAL Telephone Directory, answer the following and write the page number on which you found the information.*

1. Name six types of long distance calls. page ________

______________________ ______________________

______________________ ______________________

______________________ ______________________

2. Name two ways to make a long distance call. page _____

______________________and______________________

3. Find the following AREA CODES and ZIP CODES for the following cities in Illinois.

	AREA CODE p____	ZIP CODE p____
Bloomington		
Joliet		
Chicago Heights		
Highland Park		
Rockford		

4. What is a "unit?" p _____ ______________________

5. Is there a map of your city? __________ If so, p _____

6. Is there a calendar for the year? __________ p________

7. Are money-saving tips listed? ____________ p_________

8. Are Metric Conversion Factors listed? _________ p____

9. Are out-of-state ZIP CODES listed? ___________ p_____

10. Can you find Telephone Regulations? __________ p_____

11. Is there information on using the directory? _____ p__

12. Are long distance rates outside of Illinois listed?

_______________ p______

TELEPHONE DIRECTORY HUNT

DIRECTIONS: *Find the following for your city in your local Telephone Directory.*

NAME	ADDRESS	PHONE NO.	PAGE
Police Department			
Fire Department			
Library			
City Hall			
Your Name			
A Friend's Name			
A Friend's Name			
A Relative			
A Veterinarian			
A Hospital			
A Service Station			
Your School			
A Cleaners			
A Barber			
A Bakery			

Write a career that you are interested in ______________________

List places that would employ you in the future.

NAME	ADDRESS	PHONE NO.	PAGE

LETTER WRITING FORM

Business letters allow us to communicate with people we do not know. In a business letter, we ask for something -- a job, merchandise or service. People who receive business letters are usually very busy, so it is important to keep letters as SHORT, NEAT and CLEAR as possible. Plain letter-sized paper should be used and there should be margins on each side of the page. A business letter has six parts, which you will see below.

(1) HEADING - your address and date	(1) 1815 Main Street Hometown, Ill. 60411 May 18, 19 ___
(2) INSIDE ADDRESS - theirs	(2) Jewel Tea Company 55 Dixie Highway Hometown, Ill. 60411
(3) GREETING	(3) Dear Sir:
(4) BODY - message	(4) This letter is an answer to your ad in yesterday's STAR newspaper. I am applying for the job of cashier. I am sixteen years old, and I am attending Bloom High School as a junior. I have had experience working on Saturdays at the A&P, and I've delivered newspapers for our local news agency. We have a large family, and my dad just lost his job. So, I am anxious to begin work. I am enclosing a letter of recommendation from my school principal. If you have any questions, you may call me at 223-1234. I will be happy to come in for an interview at any time that is convenient to you.
(5) CLOSING	(5) Sincerely,
(6) SIGNATURE	(6) Mary Johnson

LETTER WRITING - PRACTICE

DIRECTIONS: *Read through the following ads and choose the one that interests you. Write a business letter to answer one of the ads. Then divide the class into six groups, one for each ad. Each group will read the letters written in answer to its assigned ad and decide to whom they would give the job. One person from each group reports to the class the group's selection and explains reasons why the person was chosen for the job.*

1. PIZZA DELIVERY: Must have driver's license and be able to work weekends till 1:30 a.m. Contact manager Guiseppe Phillipo, 22 N. Pasta Place, Frankfort.

2. CASHIER: At local discount store. Chance for advancement. Salary based on experience. Write Money Box 1512, Chicago Heights.

3. SUMMER SALESPERSON: Electrical Supplies. Work on commission. Must enjoy talking to people. Will train. Flexible hours. Inquire at 8214 West Ampere Avenue, Harvey.

4. SHORT ORDER COOK: Evenings and weekends. Busy take-out restaurant. Write Box 12, Frankfort.

5. CLERK: Local bakery. Part time; Three afternoons a week. Eat-Well Bakery, 1411 Sugar Road, Elmhurst.

6. WAITER/WAITRESS: Weekends. Previous experience necessary for fine restaurant. Big tips and salary. Astor Tower Restaurant, 9824 Gravy Point, Des Plaines.

JOB APPLICATION

NAME ____

DIRECTIONS: *Completing a job application accurately is an important part of finding and GETTING a job. Before you are able to complete the APPLICATION FOR EMPLOYMENT on the following page, you must be familiar with the terms that are frequently used. Match the terms and their definitions by placing the term number next to the definition.*

1. name in full
2. citizenship
3. employment desired
4. wage expected
5. education
6. course
7. previous experience
8. duties performed
9. references
10. years acquainted
11. physical defects
12. misrepresentation
13. omission
14. dismissal
15. terminated
16. previous notice
17. application
18. signature

_____ signing your name in cursive

_____ getting fired

_____ first, middle, and last name

_____ training experience or trade school

_____ birth or naturalization to a country

_____ not giving the truth

_____ salary that you want to earn

_____ names of those who have knowledge of your ability and personality

_____ formal form of information

_____ stopped

_____ job responsibilities

_____ how long you have known someone

_____ leaving out information

_____ job that you want

_____ being told ahead of time

_____ area of study

_____ handicaps to your job performance

_____ work or jobs done before the application

THINGS TO REMEMBER WHEN COMPLETING AN APPLICATION FORM FOR EMPLOYMENT

1. PRINT neatly and carefully.
2. Complete ALL the information that applies to you.
3. Watch your SPELLING.
4. Be ACCURATE with all the information - dates, names, etc.

JS-9

APPLICATION FOR EMPLOYMENT

Date ____________

PERSONAL INFORMATION

Name in Full ____________ Social Security Number ____________

Address ____________ Phone Number ____________

City ____________ State ____________ Zip Code ____________

How long have you lived in this city? ________ This state? ____________

Are you a citizen of the United States? ________

Age ________ Birthday: Month Day Year ________

Employment desired ____________ Wages Expected ______ Per Hour

What other work can you do? ____________

EDUCATION

School	Date From	Date To	Name of School	City and State	Course	Did you graduate?
Grammar						
High						
College						
Other						

PREVIOUS EXPERIENCE (Give names and addresses of previous employers)

Name and address of Employer	Date From	Date To	List Duties Performed	Starting Wages	Final Wages	Reason for Leaving
1.						
2.						

REFERENCES: Give the names of three person not related to you whom you have known at least one year.

Names	Address	Business	Years Acquainted
1.			
2.			
3.			

PHYSICAL RECORD

Have you any physical defects? ______ If so, what? ____________ Wear glasses? ______

Are you now employed? ____________ Where? ____________

In case of emergency, notify ____________

Name Address Phone Number

I understand that misrepresentation or omission of facts called for is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary be terminated at any time without any previous notice.

SIGNATURE ____________

RÉSUMÉ

DIRECTIONS: *A résumé is a summary of your experience and is given to a prospective employer prior to completing a formal job application. Résumé formats vary from individual to individual, but always include the same basic information. Study this form below. Then on a separate sheet of paper, practice writing YOUR RÉSUMÉ.*

Points to remember:
1. *Write or print neatly.*
2. *Watch your spelling.*
3. *Be accurate and concise with your information.*

date

full name
address
city, state ZIP code
telephone number

EDUCATION

(List any schools that you have attended and the year of graduation or the grade level completed.)

School name. City, State. Year or grade level.

WORK EXPERIENCE

(If you do not have much experience in the world of work, don't fret. List any jobs that you may have had. Baby-sitting or cutting grass are experiences in the working world.)

Job title, employer's or company's name. Address, city, state. Time employed and/or a brief job description.

EXTRA CURRICULAR ACTIVITIES

(List any clubs that you belong to and your membership in it such as chairperson or member. Include any special hobbies or sports that you have. Volunteer work can be included here, such as helping with a bazaar. It will show your willingness to work.)

REFERENCES

(List people who know you well. Use the name of someone you have worked for, the name of a teacher, or a personal friend. Three references are usually sufficient.)

Name, job title. Work or home address, city, state and ZIP code.

INTERVIEW

Name ______________________________

DIRECTIONS: Fill in the reasons for each statement.

1. Be on time for your interview.
   Reasons why? ______________________________

2. Try to find out the name of the interviewer ahead of time.
   Reasons why? ______________________________

3. Know something about the firm and know what job you are applying for.
   Reasons why? ______________________________

4. Dress conservatively. Don't dress in loud colors.
   Reasons why? ______________________________

5. Make sure you are clean and your hair is combed.
   Reasons why? ______________________________

6. Walk with good posture. Sit with good posture.
   Reasons why? ______________________________

7. Speak slowly, distinctly and clearly. Never chew gum or bite you nails.
   Reasons why? ______________________________

8. Do not argue with the interviewer or contradict his opinions.
   Reasons why? ______________________________

9. Avoid criticizing a former employer. They are likely to ask why you left your last job.
   Reasons why? ______________________________

INTERVIEW - CONTINUED

10. Before going to the interview, decide what salary is acceptable to you.
    Reasons why? ______________________________
    ____

11. Don't overstay your welcome.
    Reasons why? ______________________________
    ____

12. If you have been hired, be sure that you understand:

    a. when you start work

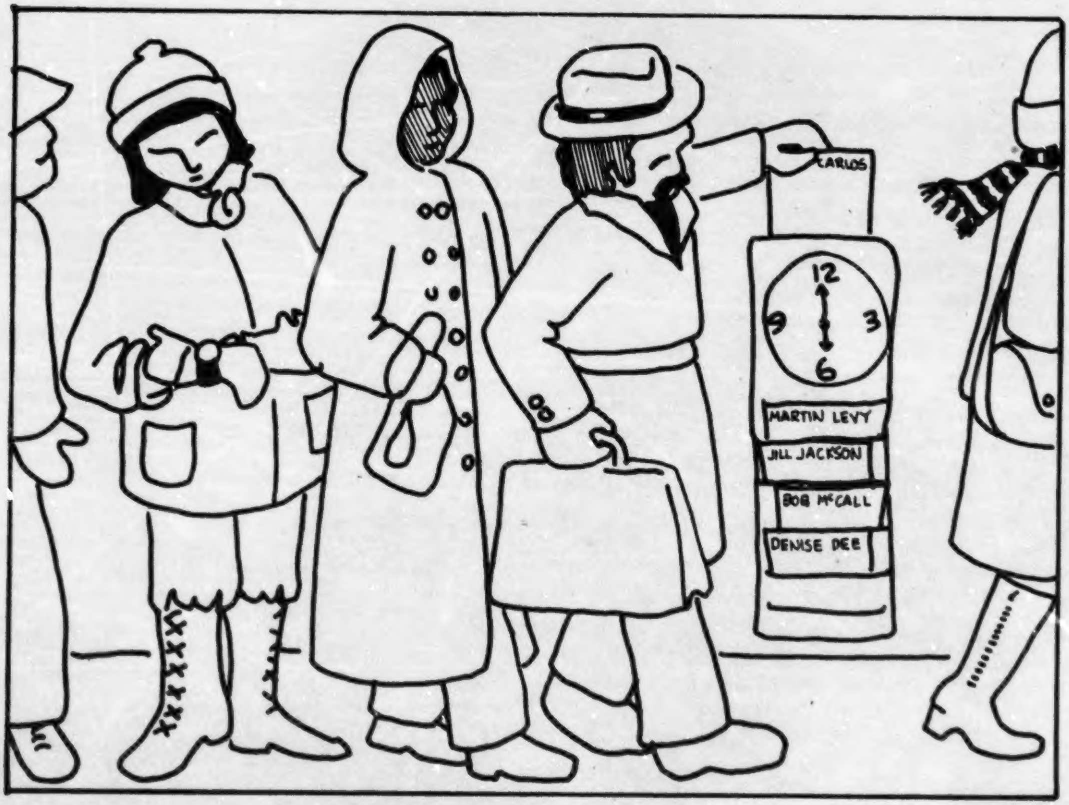
    b. your pay

    c. your hours

    d. where you are to report to work

    e. the name of your boss or the person to whom you report

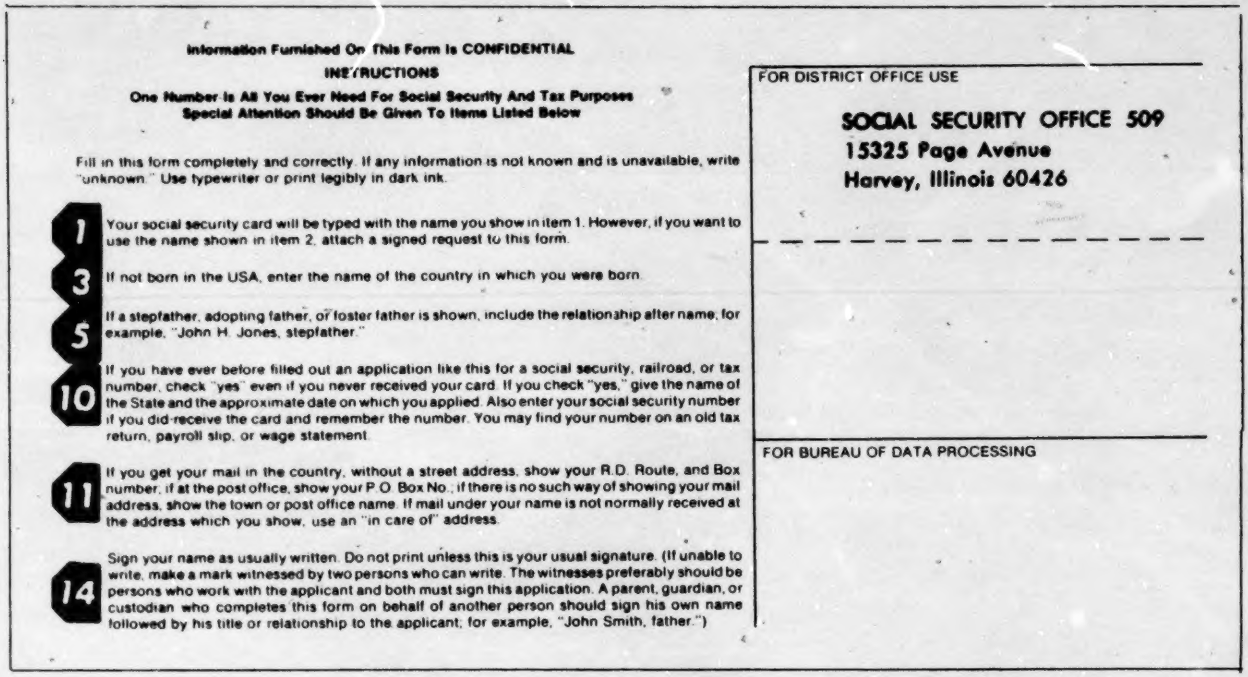
    Reasons why? ______________________________
    ____


CARLOS
12
9
3
6
MARTIN LEVY
JILL JACKSON
BOB McCALL
DENISE DEE

SOCIAL SECURITY CARD APPLICATION

Name ______________________________

DIRECTIONS: *Here is a sample social security card application for you to complete. Read all of the information carefully and complete the form.*



Information Furnished On This Form Is CONFIDENTIAL

INSTRUCTIONS

One Number Is All You Ever Need For Social Security And Tax Purposes
Special Attention Should Be Given To Items Listed Below

Fill in this form completely and correctly. If any information is not known and is unavailable, write "unknown." Use typewriter or print legibly in dark ink.

1 Your social security card will be typed with the name you show in item 1. However, if you want to use the name shown in item 2, attach a signed request to this form.

3 If not born in the USA, enter the name of the country in which you were born.

5 If a stepfather, adopting father, or foster father is shown, include the relationship after name; for example, "John H. Jones, stepfather."

10 If you have ever before filled out an application like this for a social security, railroad, or tax number, check "yes" even if you never received your card. If you check "yes," give the name of the State and the approximate date on which you applied. Also enter your social security number if you did receive the card and remember the number. You may find your number on an old tax return, payroll slip, or wage statement.

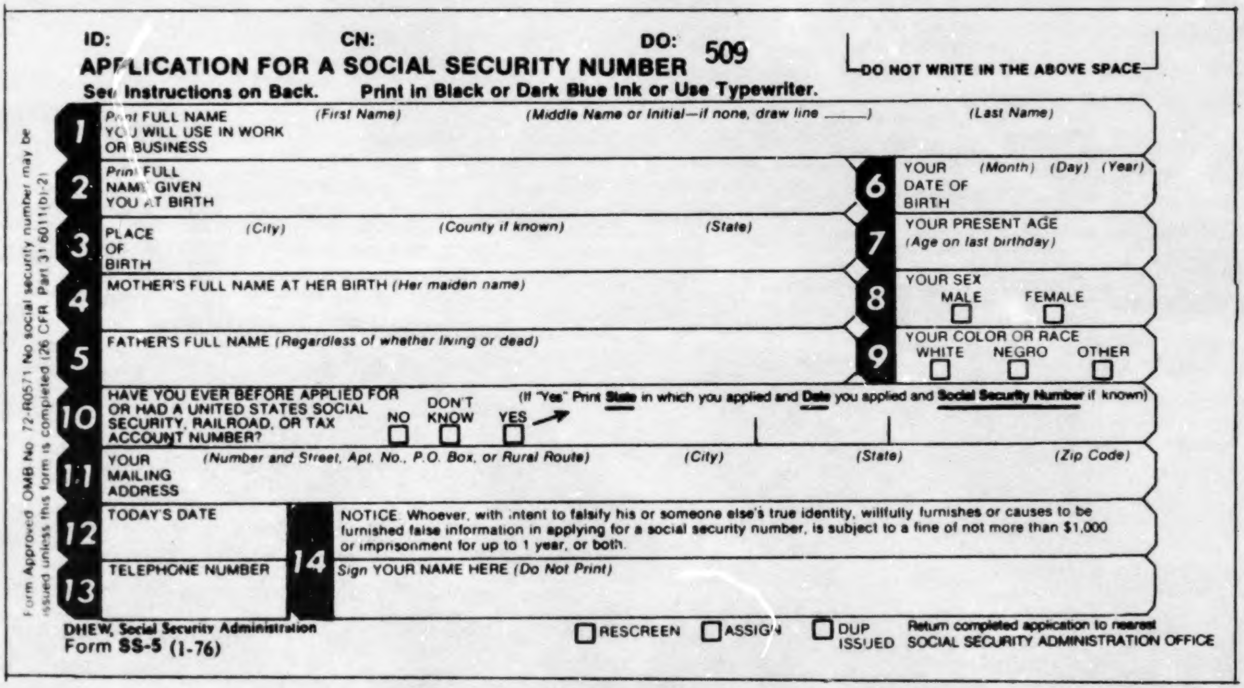
11 If you get your mail in the country, without a street address, show your R.D. Route, and Box number; if at the post office, show your P.O. Box No.; if there is no such way of showing your mail address, show the town or post office name. If mail under your name is not normally received at the address which you show, use an "in care of" address.

14 Sign your name as usually written. Do not print unless this is your usual signature. (If unable to write, make a mark witnessed by two persons who can write. The witnesses preferably should be persons who work with the applicant and both must sign this application. A parent, guardian, or custodian who completes this form on behalf of another person should sign his own name followed by his title or relationship to the applicant; for example, "John Smith, father.")

FOR DISTRICT OFFICE USE

SOCIAL SECURITY OFFICE 509
15325 Page Avenue
Harvey, Illinois 60426

FOR BUREAU OF DATA PROCESSING



ID: **CN:** **DO:** 509

DO NOT WRITE IN THE ABOVE SPACE

APPLICATION FOR A SOCIAL SECURITY NUMBER

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS *(First Name)* *(Middle Name or Initial—if none, draw line ____)* *(Last Name)*

2 Print FULL NAME GIVEN YOU AT BIRTH

6 YOUR DATE OF BIRTH *(Month)* *(Day)* *(Year)*

3 PLACE OF BIRTH *(City)* *(County if known)* *(State)*

7 YOUR PRESENT AGE *(Age on last birthday)*

4 MOTHER'S FULL NAME AT HER BIRTH *(Her maiden name)*

8 YOUR SEX MALE ☐ FEMALE ☐

5 FATHER'S FULL NAME *(Regardless of whether living or dead)*

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ → (If "Yes" Print State in which you applied and Date you applied and Social Security Number if known)

11 YOUR MAILING ADDRESS *(Number and Street, Apt. No., P.O. Box, or Rural Route)* *(City)* *(State)* *(Zip Code)*

12 TODAY'S DATE

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

13 TELEPHONE NUMBER

Sign YOUR NAME HERE *(Do Not Print)*

Form Approved OMB No. 72-R0571 No social security number may be issued unless this form is completed (26 CFR Part 31.6011(b)-2)

DHEW, Social Security Administration
Form SS-5 (1-76)

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

INCOME TAX VOCABULARY

Name ______________________________

DIRECTIONS: *In filling out your income tax, you will come across some terms that are difficult to understand. Define these terms with the help of a dictionary.*

1. file: ______________________________

2. deduction: ______________________________

3. gross: ______________________________

4. income: ______________________________

5. exemptions: ______________________________

6. credit: ______________________________

7. dependents: ______________________________

8. benefits: ______________________________

9. revenue: ______________________________

10. investment: ______________________________

11. alien: ______________________________

INCOME TAX VOCABULARY - CONTINUED

12. wages: ____________________

13. tips: ____________________

14. estimate: ____________________

15. nonresident: ____________________

16. adjusted: ____________________

17. refund: ____________________

18. itemize: ____________________

19. return: ____________________

20. compute: ____________________

21. joint return: ____________________

22. spouse: ____________________

23. widow: ____________________

24. widower: ____________________

25. withholding: ____________________

ANSWER SHEET - JOB SKILLS

Using The Newspaper
(JS-1)

1) building
2) Boulevard
3) Street
4) experience
5) necessary
6) part time
7) office
8) manager
9) week
10) per hour
11) Company
12) opportunity
13) start
14) Monday-Friday
15) Incorporated
16) full time
17) required
18) High School
19) years
20) Avenue

Job Application
(JS-8)

18	15
14	8
1	10
6	13
2	3
12	16
4	5
9	11
17	7

END

DEPT. OF HEW

INSTITUTE OF EDUCATIO

ERIC

DATE FILMED

N. 11, 198

CE-13

CONSTRUCTION CAREERS

NAME ______________________________

DIRECTIONS: *Unscramble these workers who are in the* CONSTRUCTION CLUSTER. *The first letter of each word is underlined for you.*

1. LRREETPAS ____________________
2. BPELURM ____________________
3. TTRACCIEH ____________________
4. METECN SMOAN ____________________
5. TREECARPN ____________________
6. CTRLNAIIECE ____________________
7. APTNERI ____________________
8. DEWERL ____________________
9. FROROE ____________________
10. PETRAC YEARL ____________________

Match the number of the career title with the definitions below.

_____ A. This person would lay the foundation of a structure.

_____ B. This person's job begins once they have the accurate room dimensions and the buyer's decision on color, texture and material.

_____ C. This person is concerned with amps, volts, watts and conductors.

_____ D. Your kitchen and bathroom would not be complete without this person's services.

_____ E. The concern with this job is with the layout, design, and the city or town's building codes.

_____ F. Some of the tools that this person would need are a ladder, tar paper, hammer, and nails.

_____ G. This person's job is less involved and in less of a demand because of the use of drywall board.

_____ H. This person needs skill in accuracy in measurement with wood.

_____ I. This person works with metals and a blow torch.

_____ J. This person uses a brush, paint and ladder.

CE-14

JOB MATCH

Name ____

Directions: Match the letters of the job title with a tool that would be most commonly used in that field.

A. Artist
B. Scuba Diver
C. Dressmaker/Tailor
D. Biologist
E. Butcher
F. Custodian
G. Carpenter
H. Secretary
I. Dentist
J. Detective
K. Farmer
L. Life Guard
M. Teacher
N. Astronomer
O. Banker
P. Newspaper Editor
Q. Actor/Actress
R. Auto Mechanic
S. Nurse
T. Waiter/Waitress
U. Truck Driver
V. Telephone Operator
W. Lumberjack
X. Police Officer
Y. Fire Fighter
Z. Gardener
AA. Chef
BB. Fish Catcher
CC. Bricklayer
DD. Architect

1. _____ air tank
2. _____ broom
3. _____ CB radio
4. _____ costume and makeup
5. _____ drafting board
6. _____ drill and water pick
7. _____ hammer and nails
8. _____ hatchet
9. _____ hose and nozzle
10. _____ knife
11. _____ magnifying glass
12. _____ menu
13. _____ microscope
14. _____ mortar and cement
15. _____ needle and thread
16. _____ paint brush
17. _____ planbook and roll book
18. _____ plow
19. _____ printing press
20. _____ pots and pans
21. _____ rake and spade
22. _____ rod and reel
23. _____ safety deposit box
24. _____ handcuffs
25. _____ stethoscope
26. _____ switch board
27. _____ telescope
28. _____ typewriter
29. _____ whistle
30. _____ wrench and jack

WHO AM I ?

DIRECTIONS: *Underline the response that makes the statement true.*

1. If I sell medicine and fill prescriptions, I am a/an
   (a) Dentist (b) Pharmacist (c) Orthodontist

2. If I make and repair medical machines and instruments, I am a Medical
   (a) Laboratory Assistant (b) Librarian (c) Technical Engineer

3. If I diagnose and treat diseases and deformities of the feet, I am a
   (a) Podiatrist (b) Scientist (c) Geologist

4. If I observe and test the behavior of people, I am a/an
   (a) Nurse (b) Psychologist (c) Insurance Agent

5. If I plan meals for people, I am a
   (a) Dietician (b) Food Inspector (c) Doctor

6. If I give information about automobile insurance, I am an
   (a) Immunologist (b) Interpreter (c) Insurance Agent

7. If I assisted with the care of your teeth, I am a
   (a) X-ray Technician (b) Dental Technician (c) Secretary

8. If I call plays and make judgements at a ball game, I am a/an
   (a) Umpire (b) Police Officer (c) Lawyer

9. If I checked the finished product in a factory, I am a/an
   (a) Auditor (b) Contractor (c) Inspector

10. If I perform operations, I am a
    (a) Surgeon (b) Machinist (c) Carpenter

11. If I work in the field of entertainment, I am a
    (a) Horticulturalist (b) Musician (c) Beautician

12. If I install pipes, I am a
    (a) Carpenter (b) Landscaper (c) Plumber

13. If I run a newspaper, I am a/an
    (a) Reporter (b) Editor (c) Photographer

14. If I draw pictures for a book, I am a/an
    (a) Illustrator (b) Author (c) Publisher

15. If I repair and maintain engines, I am a/an
    (a) Welder (b) Mechanic (c) Iron Worker

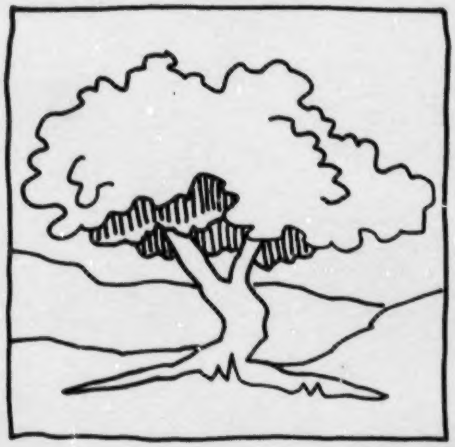
DO YOU LIKE ?

Name ______________________________

DIRECTIONS: *Read each question and think of careers that would apply. Complete each word by inserting the missing letters.*

A. Do you like to work with animals?

1. ZOOLO _ _ _ _
2. V _ T _ R _ N _ R _ A _
3. ANIMAL TR _ _ _ _ _
4. ANIMAL GR _ _ _ _ _
5. ANIMAL BR _ _ _ _ _
6. P _ _ ST _ _ _ OWNER
7. RAN _ _ ER
8. COW _ _ _ _
9. F _ _ _ AND WILD _ _ _ _ INSP _ _ _ _ _
10. MAR _ _ _ LIFE TECH _ _ _ _ _ _



B. Do you like to be outdoors?

1. FAR _ _ _
2. LAND _ _ _ _ _ _
3. SOIL CON _ _ _ _ _ _ _ _ _ _ _ _
4. MAIL C _ _ _ _ _ _
5. RO _ _ ER
6. F _ _ _ _ _ R _ _ _ _ _
7. AGRON _ _ _ _ _
8. F _ _ _ AND W _ _ _ L _ _ _ INSP _ _ _ _ _
9. TEL _ _ _ _ _ _ LINE _ _ _
10. S _ _ L _ _

CAREER FIND

NAME ______________________________

DIRECTIONS: Find and circle 30 jobs that are hidden in this puzzle.

WORDS TO FIND:

Artist
Barber
Beautician
Clerk
Comedian
Dentist
Doctor
Guard
Homemaker
Jeweler

Landscaper
Lawyer
Manager
Mechanic
Model
Nurse
Pharmacist
Pilot
Plumber
Poet

Printer
Reporter
Roofer
Secretary
Seller
Teacher
Truck Driver
Waiter
Writer
Vet

T	T	P	P	L	U	M	B	E	R	L	I	J	L	S
F	R	R	U	A	R	T	I	S	T	L	P	A	A	P
H	U	I	Y	W	C	L	E	R	K	I	J	D	N	H
J	C	N	K	Y	L	O	T	U	L	U	R	E	D	A
O	K	T	U	E	T	K	M	O	D	E	L	M	S	R
J	D	E	R	R	O	E	T	E	K	D	O	E	C	M
E	R	R	O	L	S	H	A	W	D	R	L	C	A	A
W	I	W	R	I	T	E	R	C	M	I	G	H	P	C
E	V	K	D	O	C	T	O	R	H	V	A	A	E	I
L	E	N	E	V	L	Y	E	T	L	E	W	N	R	S
E	R	A	N	E	L	L	E	F	R	R	R	I	L	T
R	R	I	T	T	L	O	D	E	K	V	B	C	R	P
D	E	C	I	E	P	R	B	M	C	X	J	L	O	M
E	P	I	S	J	A	R	E	K	A	M	E	M	O	H
Q	O	T	T	U	A	K	I	L	L	O	W	J	F	P
W	R	U	G	B	K	O	U	N	J	F	L	H	E	O
V	T	A	W	A	I	T	E	R	T	K	E	O	R	T
B	E	E	U	T	M	A	N	A	G	E	R	P	O	I
N	R	B	O	S	E	C	R	E	T	A	R	Y	Y	P

WORD SEARCH

NAME ____

DIRECTIONS: *Circle the hidden words listed below by ONLY circling ACROSS or DOWN the page.*

administration
architect
bachelors degree
bacteria
banker
career
clinic
college
data processing
dedication
dentist
diagnose

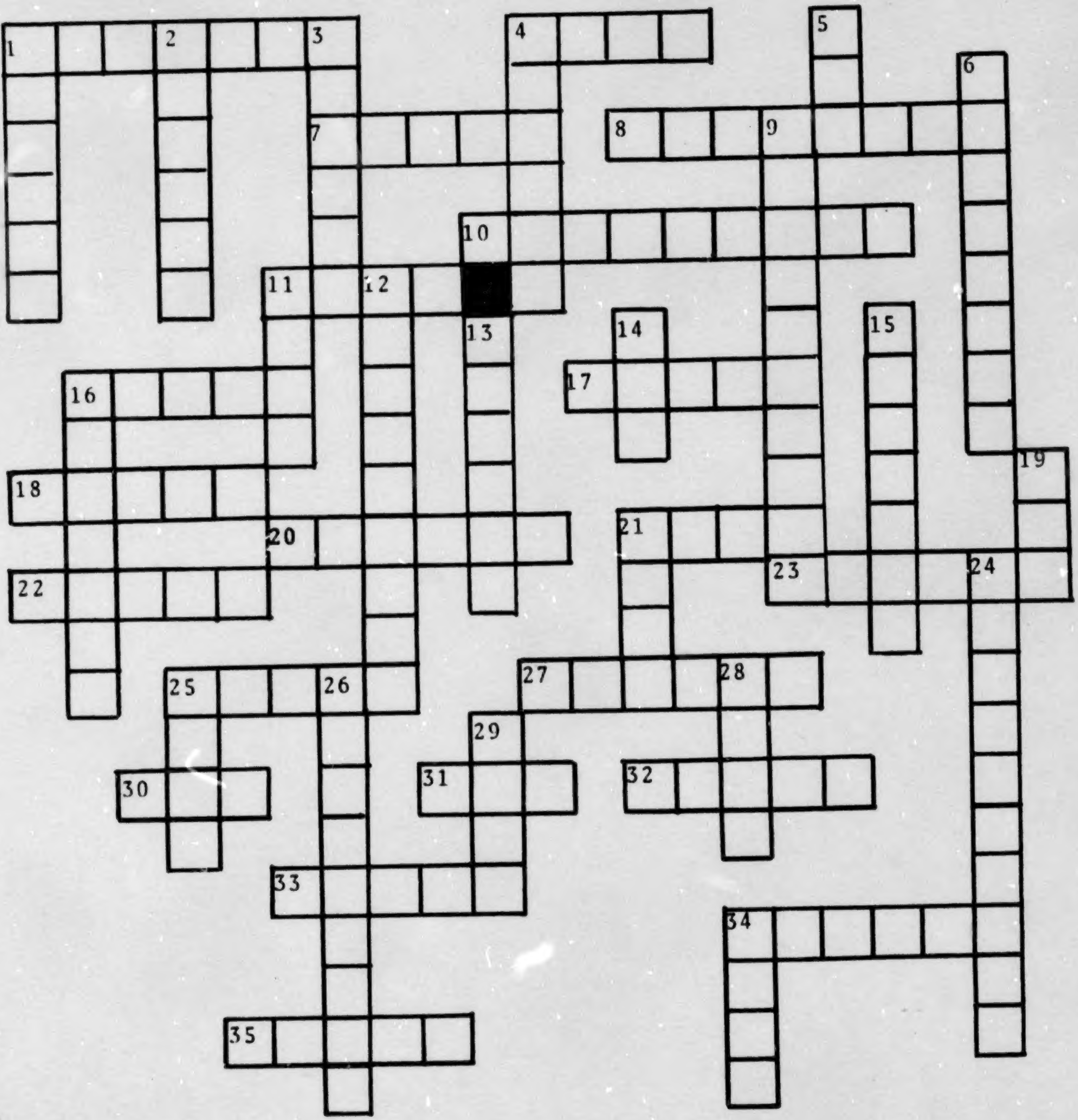
discipline
doctorate
engineer
examination
formal
geophysicist
lawyer
license
masters degree
nurse
patent
pension

profession
professor
scientist
specialized
specialty
statistician
teacher
technician
therapist
university
utility

```
C A R E E R A S C I E N T I S T B E J L E P R T U S
D A C E Q S Z Y O P L N A D C E F Z Y X X U L P A T
E A U T I L I T Y Z L O Z Q D F H J R T A V L B M A
D Z Y X A D J M O S R T H L I M E U P C M N M A H T
I A C E C L I N I C L N A L A W Y E R X I U L C A I
C R E E R A S C I N T I S C G T B E O L N P R H U S
A Z X Y A D J M P E N S I O N F H J F T A V L E M T
T A F O R M A L U N T L O L O F H J E C T M N L M I
I B F I K N P R T G Y X Z L S A C E S G I J L O N C
O R M A L U N T L I O L O E E H J E S T O N D R L I
N C E C L I N Z A N A W Y G B E O N O P N R I S U A
D A C E Q S Z Y Z E R N A E F H J U R C N M S D L N
U D G J S B A C T E R I A R T H F D J L N P C E I M
N E E C Z A N A W R Y G A E F J U A C N M S I G D N
I A O F O R D J M T I S C F H J D T A V P N P R R U
V S P E C I A L I Z E D B E J L E A T O L O L E R M
E Q H S Y Z T M A L U N A E S A N P C E L T I E M N
R C Y U N T E Y Z A D M I N I S T R A T I O N E C T
S Z S X Y N C A W Y G E H E R N I O A H C F E J N P
I T I B E J H E S G V X G A E D S C T E E O E Z A T
T D C Z Y P N C M Z D B E F H J T E C R N M R N R H
Y C I F I L I P R O F E S S I O N S U A S W Y J C P
Z X S Y L Z C N A E M E J L U J R S C P E N M P H J
Q S T P Z S I Y Z A N B G Y Z R A I T I N E R T I N
Q H S A A C A I S C D A R S G V X N E S O U L Y T U
E T D T E C N I C I A N C T T N E G L T E A C H E R
A X Y E H N W G E R N K T E R N F E J Q M C B L C S
R T S N W Z Y X V U S E O E L A U F R D T I Y C T E
O R M T Y P A N B G Y R S P E C I A L T Y V X A C H
A L U F J R T W A C D X Y Z Q M N S T A B C F G H L
I J K M N O D O C T O R A T E A F J B C A X Y L T U
V A C E H J L O Q S U W Y Z A C D L M N Z O F T R S
M A S T E R S D E G R E E Z O L N Q P T J K O M N Z
```

CAREER CROSSWORD PUZZLE

NAME ____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Definitions and words are found on page CE- 20

CAREER CROSSWORD PUZZLE - WORDS

ACROSS

1. A group of related jobs
4. punch a ______ clock
7. talent, art
8. work past the regular day
10. taken out of your pay by federal and state government (two words)
11. 40 hour work _____
16. job listings in the news ______
17. pay increase
18. employee's association
20. leave work because of age
21. make a living
22. lost your job
23. job names
25. to prepare for a job
27. asked to leave your job temporarily (two words)
30. request
31. work
32. "The _____ of Work"
33. _____pay, before taxes
34. selection
35. pay _____

DOWN

1. life-work
2. place for learning
3. job history and personal data sheet
4. skill
5. take home pay
6. "extras" given to employees
9. quit work because of age
11. job
12. schooling
13. wage
14. _____check
15. able to perform
16. pay received after retirement
19. Initials for Internal Revenue Service
21. not difficult
24. state of being hired
25. examination
26. a face-to-face meeting
28. fill out an application _____
29. employer
34. money

WORDS TO USE:

Ability
Ask
Benefits
Boss
Career
Cash
Check
Choice
Cluster
Earn
Easy
Education
Employment
Fired
Form
Gross
Income Tax
Interview
I.R.S.
Job
Lay Off
Net
Overtime
Paper
Pay
Pension
Raise
Resume
Retire
Retirement
Salary
School
Skill
Talent
Test
Time
Titles
Train
Union
Week
Work
World

JOB JUMBLES

Name ______________________________

DIRECTIONS: *Unscramble these words so you have 3 well-known jobs. Write the circled letters in the box provided. Unscramble these letters to make a word that will fit in the sentence.*

---

1. a. carot ○ ○ ___ ___ ___
   b. unser ___ ___ ○ ___ ○
   c. refram ___ ___ ○ ___ ○ ___

   CIRCLED LETTERS ___ ___ ___ ___ ___ ___

   Your goal in life should be to find a rewarding __________.

---

2. a. kreba ___ ___ ___ ○ ○
   b. recrestay ○ ___ ___ ○ ○ ___ ___ ___ ___
   c. craned ○ ___ ○ ___ ___ ___
   d. pretain ○ ___ ○ ___ ___ ___ ___

   CIRCLED LETTERS

   ___ ___ ___ ___ ___ ___ ___ ___ ___

   Every natural-born citizen has the opportunity to become ________ of the United States.

---

3. a. rainbrail ○ ___ ○ ___ ___ ___ ___ ___ ___
   b. ourhat ___ ○ ___ ○ ___ ___
   c. perrint ○ ___ ___ ___ ___ ○ ___
   d. sullitartor

   ○ ___ ___ ___ ○ ___ ___ ___ ___ ___ ○

   CIRCLED LETTERS ___ ___ ___ ___ ___ ___ ___ ___ ___

   The four careers above use the services of a ______________.

WORD FIND

NAME ____

DIRECTIONS: *Make as many words as you can using the guide words: CAREER EDUCATION. You can not repeat a letter in a word unless it is repeated in the guide words. You do not get credit for proper names, words that are repeated, misspelled, are nonsense, or only contain two letters.*

SCORING: At the end of an allotted time determined by your teacher, score your words as follows:

1 point - 3 letter words
2 points - 4 letter words
5 points - 5 or more letter words

TOTALS	
Column A	__________
Column B	__________
Column C	__________
TOTAL	__________

CAREER EDUCATION

A		B		C	
WORD	SCORE	WORD	SCORE	WORD	SCORE

OCCUPATIONAL TTTLES

TO THE TEACHER: *Make a set of JOB CARDS for your class. Write the following occupational titles on index cards-one title per card. Add any other titles to this list that are not included and are of interest to your students. On the following page are suggestions for their use.*

ACCOUNTANT
ACROBAT
ACTOR/ACTRESS
ACTUARY
AGRONOMIST
ANESTHESIOLOGIST
ANNOUNCER
ANTHROPOLOGIST
AQUANAUT
ARCHAEOLOGIST
ARCHITECT
ARTIST
ASTRONAUT
ASTRONOMER
ASTROPHYSICIST
ATHLETE
AUCTIONEER
AUDIOLOGIST
AUTHOR
BAKER
BEAUTICIAN/BARBER
BELLHOP
BIOLOGIST
BLACKSMITH
BOOKKEEPER
BOTANIST
BRICKLAYER
BUSDRIVER
BUTCHER
BUYER
CARPENTER
CASHIER
CHIROPRACTOR
COMEDIAN
CLERK
CONTROLLER
CONSTRUCTION WORKER
COOK
COPYWRITER
COUNSELOR
DANCER
DENTIST
DESIGNER
DETECTIVE
DIETICIAN
DISC JOCKEY
DOCTOR
DRAMATIST
ECONOMIST
EDITOR
ELECTRICIAN
ENGINEER
FARMER
FILM DIRECTOR
FIRE FIGHTER
FLIGHT ATTENDANT
FORESTER
GARDENER
GEODESIST
GEOGRAPHER
GEOLOGIST
GEOPHYSICIST
GLAZIER
GUARD
HISTORIAN
HOMEMAKER
HORTICULTURIST
HYDROLOGIST
INTERIOR DECORATOR
INTERNIST
INTERPRETER
JANITOR
JEWELER
LANDSCAPER
LATHER
LAWYER
LIBRARIAN
LOCKSMITH
MACHINIST
MAGICIAN
MANAGER
MATHEMATICIAN
MECHANIC
METEOROLOGIST
MICROBIOLOGIST
MILLWRIGHT
MINISTER
MORTICIAN
MUSICIAN
NURSE
OBSTETRICIAN
OCEANOGRAPHER
OPHTHALMOLOGIST
OPTICIAN
OPTOMETRIST
OSTEOPATH
PAINTER
PATHOLOGIST
PEDIATRICIAN
PHARMACIST
PHARMACOLOGIST
PHOTOENGRAVER
PHOTOGRAPHER
PILOT
PLASTERER
PLUMBER
PIPEFITTER
PODIATRIST
POET
POLICE OFFICER
POLITICIAN
POSTAL WORKER
PRIEST
PRINTER
PRODUCER
PROGRAMMER
PROOFREADER
PSYCHIATRIST
RADIOLOGIST
RANCHER
RECEPTIONIST
REPORTER
RIVETER
ROOFER
SALESPERSON
SCULPTOR
SECRETARY
SOCIOLOGIST
STENOGRAPHER
STONEMASON
SUPERVISOR
SURGEON
SURVEYOR
TAXI DRIVER
TEACHER
TELEPHONE OPERATOR
TRAVEL AGENT
TRUCK DRIVER
UPHOLSTERER
VETERINARIAN
WAITER/WAITRESS

JOB CARDS

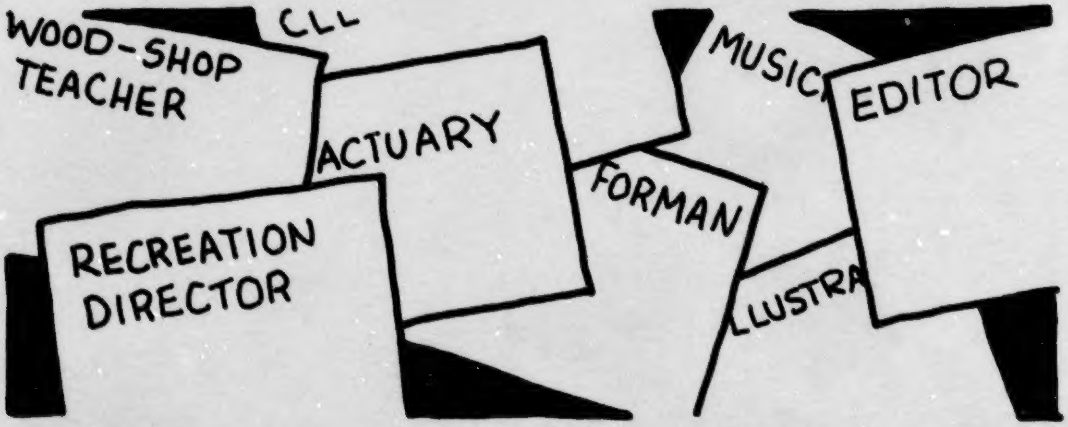
1. Each pupil is given a JOB CARD and the class takes turns asking the player one question about their occupation until it is discovered. Each question can only be answered with a YES or NO.

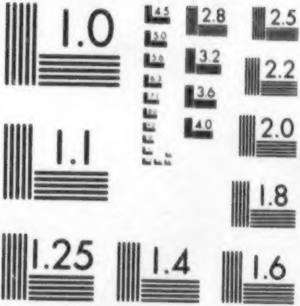
2. The pupil who has the JOB CARD may give only three clues as to what their occupation is. The class is to determine the occupation.

3. These JOB CARDS could be used for an Occupational Spelling Bee. The class is divided into two teams. The team speller who is "up" has to spell the title on the card. If it is spelled correctly, the team gets a point. If it is spelled incorrectly, the opposing team has a chance to spell it for two points. The point value increases by one point until the word is spelled correctly. The end of the game is determined by time or after all the cards have been used one time.

4. Ten job cards are to be placed in an envelope. The number of envelopes will be determined by the number of cards that the student has. As an independent activity, the student is to do one or two of the following with each set:

    1. Write the occupations alphabetically.
    2. Divide them into syllables.
    3. Write each in a sentence.
    4. Give a job description for each.
    5. Categorize them into CLUSTERS.
    6. Write the occupations and give a related job title.
    7. Find salary, education, experience and training needed for each.

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2.0
1.1
1.8
1.25
1.4
1.6

MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

CHANGING TIMES

NAME ____

DIRECTIONS: *Job titles have changed over the years because now jobs are no longer classified as "men's jobs" or "women's jobs." Women are entering career areas that they did not consider years ago. Match the OLD JOB TITLES in column A with the NEW JOB TITLES in column B.*

A

A. Shoe Repairman
B. Policeman
C. Mailman
D. Salesman
E. Fireman
F. Airline Stewardess
G. Garbageman
H. Chairman
I. Elevatorman
J. Warehouseman
K. Insuranceman
L. Barber/Beautician
M. Maid

B

1. ____ Domestic Helper
2. ____ Sanitation Engineer
3. ____ Postal Worker
4. ____ Chairperson
5. ____ Fire Fighter
6. ____ Elevator Mechanic
7. ____ Shoe Repairer
8. ____ Warehouse Laborer
9. ____ Police Officer
10. ____ Salesperson
11. ____ Insurance Agent
12. ____ Hair Stylist
13. ____ Flight Attendant

TRADITION . . . TRADITION . . . TRADITION . . . TRADITION . . .

List below as many other job titles as you can that were TRADITIONAL "Men's Jobs" or "Women's Jobs". After you have written the titles, circle the ones that are now being done by both men and women.

MEN'S JOBS	WOMEN'S JOBS
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________

CE-26

FRINGE BENEFITS

NAME ______________________________

DIRECTIONS: *Many companies offer benefits to their employees. These are called Fringe Benefits and vary greatly from company to company and from job to job. Listed below is a sampling of Fringe Benefits that are offered to employees. Write YOUR CAREER CHOICE on the line provided and select the Fringe Benefits that you feel you should have and explain why. Select wisely - you can only choose six benefits.*

CAREER CHOICE ______________________________

BENEFITS:

- paid vacations
- medical and life insurance
- dental insurance
- paid holidays
- sick days
- overtime pay
- bonus or commission
- pension plan
- profit sharing
- uniforms provided
- company car
- expense account
- personal business days

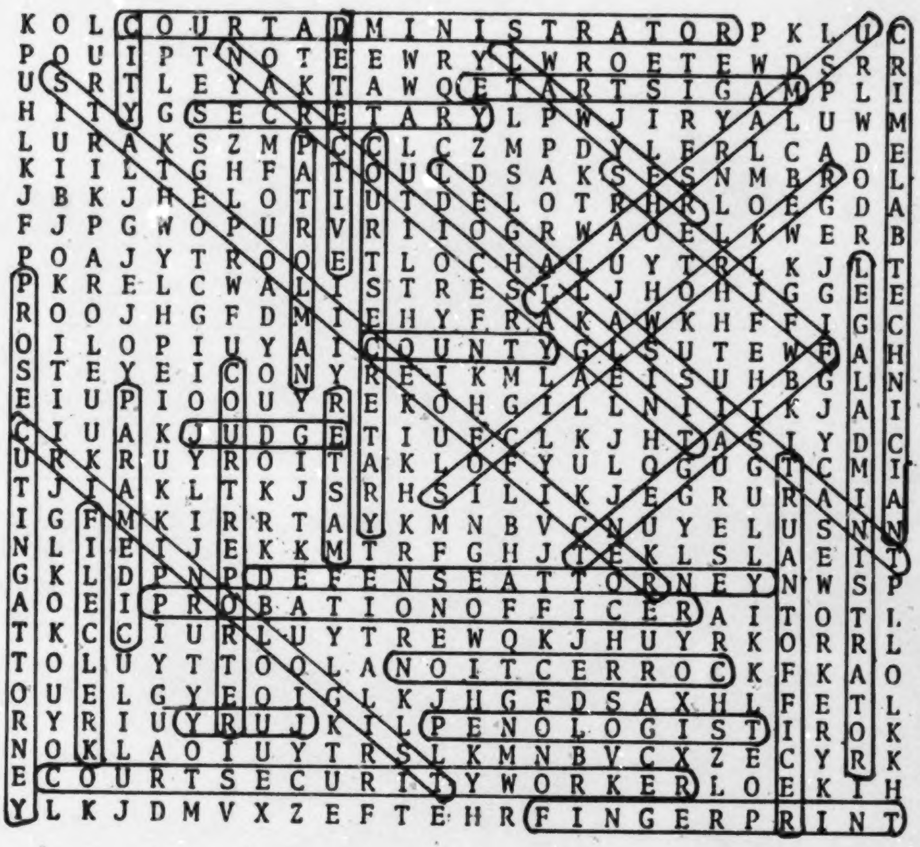
	FRINGE BENEFITS	REASON
1.		
2.		
3.		
4.		
5.		
6.		

ANSWER SHEET - CAREER EXPLORATION

Cluster Number
(CE-8)

1)	11	23)	9
2)	14	24)	10
3)	2	25)	13
4)	3	26)	9
5)	4	27)	12
6)	7	28)	12
7)	8	29)	3
8)	6	30)	2
9)	13	31)	9
10)	14	32)	6
11)	9	33)	5
12)	15	34)	13
13)	4	35)	9
14)	5	36)	3
15)	7	37)	4
16)	3	38)	12
17)	2	39)	14
18)	8	40)	15
19)	1	41)	11
20)	15	42)	14
21)	14	43)	3
22)	14	44)	9

Careers in Law Enforcement
(CE-10)

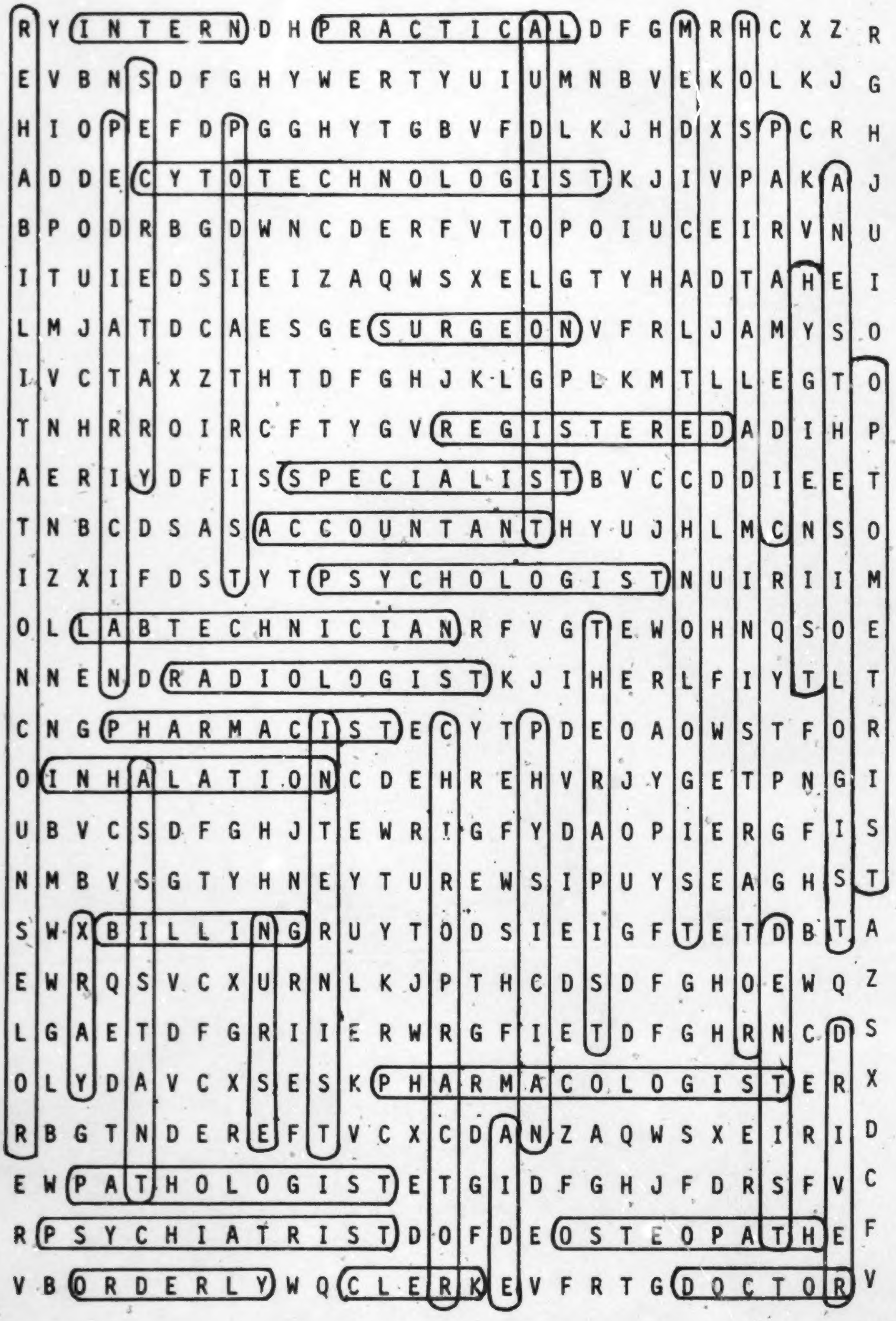


Careers in Health
(CE-11)

Audiologist
Anethesiologist
Chiropractor
Cytotechnologist
Osteopath
Pharmacologist
Podiatrist
Radiologist
Optometrist

ANSWER SHEET - CAREER EXPLORATION

Careers in Health
(CE-12)



R Y I N T E R N D H P R A C T I C A L D F G M R H C X Z R
E V B N S D F G H Y W E R T Y U I U M N B V E K O L K J G
H I O P E F D P G G H Y T G B V F D L K J H D X S P C R H
A D D E C Y T O T E C H N O L O G I S T K J I V P A K A J
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I V C T A X Z T H T D F G H J K L G P L K M T L L E G T O
T N H R R O I R C F T Y G V R E G I S T E R E D A D I H P
A E R I Y D F I S S P E C I A L I S T B V C C D D I E E T
T N B C D S A S A C C O U N T A N T H Y U J H L M C N S O
I Z X I F D S T Y T P S Y C H O L O G I S T N U I R I I M
O L L A B T E C H N I C I A N R F V G T E W O H N Q S O E
N N E N D R A D I O L O G I S T K J I H E R L F I Y T L T
C N G P H A R M A C I S T E C Y T P D E O A O W S T F O R
O I N H A L A T I O N C D E H R E H V R J Y G E T P N G I
U B V C S D F G H J T E W R I G F Y D A O P I E R G F I S
N M B V S G T Y H N E Y T U R E W S I P U Y S E A G H S T
S W X B I L L I N G R U Y T O D S I E I G F T E T D B T A
E W R Q S V C X U R N L K J P T H C D S D F G H O E W Q Z
L G A E T D F G R I I E R W R G F I E T D F G H R N C D S
O L Y D A V C X S E S K P H A R M A C O L O G I S T E R X
R B G T N D E R E F T V C X C D A N Z A Q W S X E I R I D
E W P A T H O L O G I S T E T G I D F G H J F D R S F V C
R P S Y C H I A T R I S T D O F D E O S T E O P A T H E F
V B O R D E R L Y W Q C L E R K E V F R T G D O C T O R V

ANSWER SHEET - CAREER EXPLORATION

CONSTRUCTION CAREERS (CE-13)

1. plasterer
2. plumber
3. architect
4. cement mason
5. carpenter
6. electrician
7. painter
8. welder
9. roofer
10. carpet layer

A. 4
B. 10
C. 6
D. 2
E. 3
F. 9
G. 1
H. 5
I. 8
J. 7

JOB MATCH (CE-14)

1. B
2. F
3. U
4. Q
5. DD
6. I
7. G
8. W
9. Y
10. E
11. J
12. T
13. D
14. CC
15. C
16. A
17. M
18. K
19. P
20. AA
21. Z
22. BB
23. O
24. X
25. S
26. V
27. N
28. H
29. L
30. R

WHO AM I? (CE-15)

1. B
2. C
3. A
4. B
5. A
6. C
7. B
8. A
9. C
10. A
11. B
12. C
13. B
14. A
15. B

DO YOU LIKE? (CE-16)

A
1. Zoologist
2. Veterinarian
3. Animal Trainer
4. Animal Groomer
5. Animal Breeder
6. Pet Store Owner
7. Rancher
8. Cowhand
9. Fish & Wildlife Inspector
10. Marine Life Technician

B
1. Farmer
2. Landscaper
3. Soil Conservationist
4. Mail Carrier
5. Roofer
6. Forest Ranger
7. Agronomist
8. Fish & Wildlife Inspector
9. Telephone Lineman
10. Sailor

ANSWER SHEET - CAREER EEXPLORATION

CAREER FIND (CE-17)

T	T	P	P	L	U	M	B	E	R	L	I	J	L	S
F	R	R	U	A	R	T	I	S	T	L	P	A	A	P
H	U	I	Y	W	C	L	E	R	K	I	J	D	N	H
J	C	N	K	Y	L	O	T	U	L	U	R	E	D	A
O	K	T	U	E	T	K	M	O	D	E	L	M	S	R
J	D	E	R	R	O	E	T	E	K	D	O	E	C	M
E	R	R	O	L	S	H	A	W	D	R	L	C	A	A
W	I	W	R	I	T	E	R	C	M	I	G	H	P	C
E	V	K	D	O	C	T	O	R	H	V	A	A	E	I
L	E	N	E	V	L	Y	E	T	L	E	W	N	R	S
E	R	A	N	E	L	L	E	F	R	R	R	I	L	T
R	R	I	T	T	L	O	D	E	K	V	B	C	R	P
D	E	C	I	E	P	R	B	M	C	X	J	L	O	M
E	P	I	S	J	A	R	E	K	A	M	E	M	O	H
Q	O	T	T	U	A	K	I	L	L	O	W	J	F	P
W	R	U	G	B	K	O	U	N	J	F	L	H	E	O
V	T	A	W	A	I	T	E	R	T	K	E	O	R	T
B	E	E	U	T	M	A	N	A	G	E	R	P	O	I
N	R	B	O	S	E	C	R	E	T	A	R	Y	Y	P

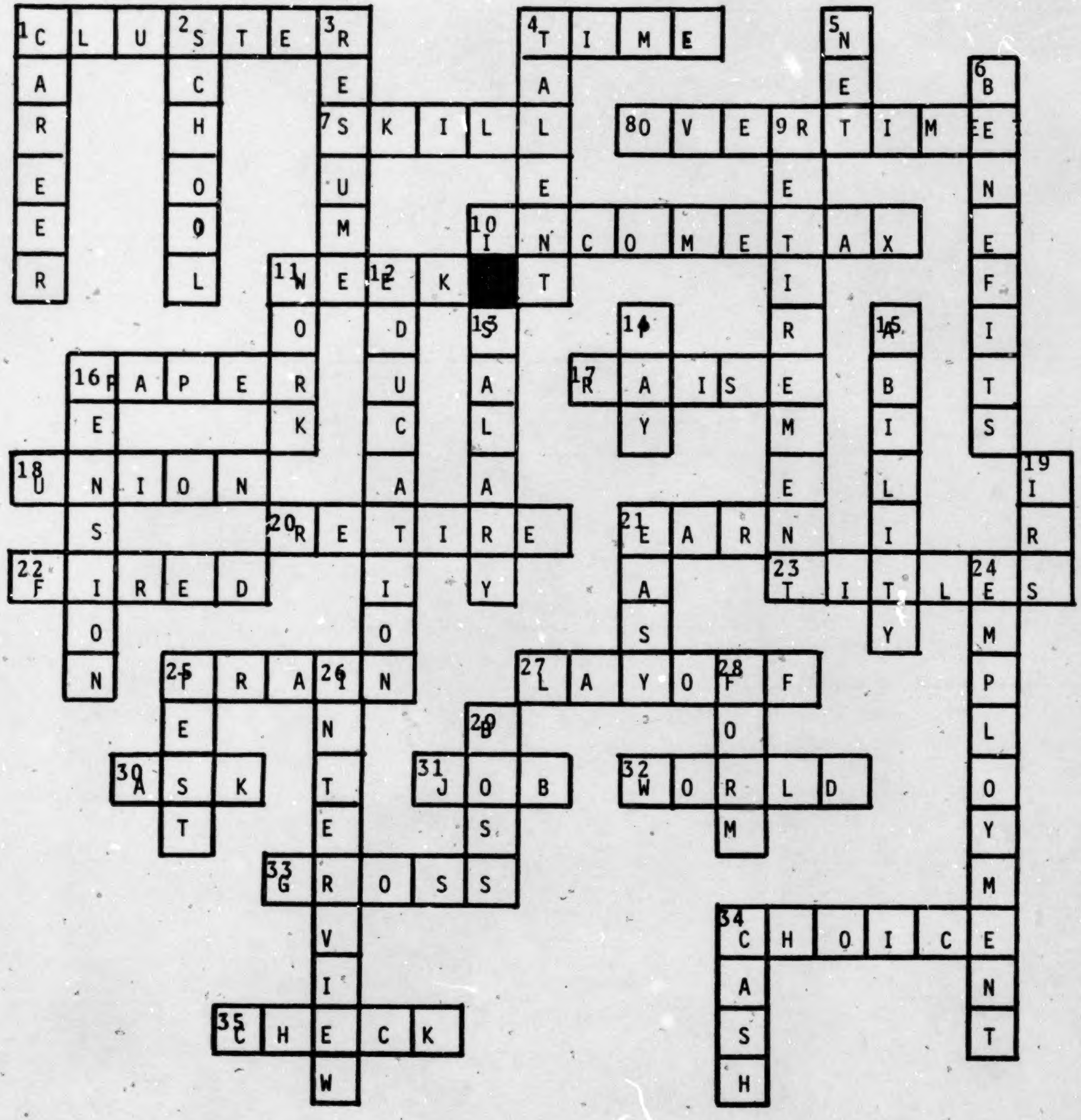
ANSWER SHEET - CAREER EXPLORATION

Word Search
(CE-18)

```
C A R E E R A S C I E N T I S T B E J L E P R T U S
D A C E O S Z Y O P L N A D C E F Z Y X X U L P A T
E A U T I L I T Y Z L O Z Q D F H J R T A V L B M A
D Z Y X A D J M O S R T H I I M E U P C M N M A H T
I A C E C L I N I C L N A L A W Y E R X I U L C A I
C R E E R A S C I N T I S C G T B E O L N P R H U S
A Z X Y A D J M P E N S I O N F H J F T A V L E M T
T A F O R M A L U N T L O L O F H J E C T M N L M I
I B F I K N P R T G Y X Z L S A C E S G I J L O N C
O R M A L U N T L I O L O E E H J E S T O N D R L I
N C E C L I N Z A N A W Y G B E O N O P N R I S U A
D A C E Q S Z Y Z E R N A E F H J U R C N M S D L N
U D G J S B A C T E R I A R T H F D J L N P C E I M
N E E C Z A N A W R Y G A E F J U A C N M S I G D N
I A O F O R D J M T I S C F H J D T A V P N P R R U
V S P E C I A L I Z E D B E J L E A T O L O L E R M
E Q H S Y Z T M A L U N A F S A N P C F L T I E M N
R C Y U N T E Y Z A D M I N I S T R A T I O N E C T
S Z S X Y N C A W Y G E H E R N I O A H C F E J N P
I T I B E J H E S G V X G A E D S C T E E O E Z A T
T D C Z Y P N C M Z D B E F H J T E C R N M R N R H
Y C I F I L I P R O F E S S I O N S U A S W Y J C P
Z X S Y L Z C N A E M E J L U J R S C P E N M P H J
Q S T P Z S I Y Z A N B G Y Z R A I T I N E R T I N
Q H S A A C A I S C D A R S G V X N E S O U L Y T U
E T D T E C N I C I A N C T T N E G L T E A C H E R
A X Y E H N W G E R N K T E R N F E J Q M C B L C S
R T S N W Z Y X V U S E O E L A U F R D T I Y C T E
O R M T Y P A N B G Y R S P E C I A L T Y V X A C H
A L U F J R T W A C D X Y Z Q M N S T A B C F G H L
I J K M N O D O C T O R A T E A F J B C A X Y L T U
V A C F H J I O O S U W Y Z A C D L M N Z O F T R S
M A S T E R S D E G R E E Z O L N Q P T J K O M N Z
```

ANSWER SHEET - CAREER EXPLORATION

Career Crossword Puzzle
(CE-19)


1 CLUSTER
1 CAREER
2 SCHOOL
3 RESUME
4 TIME
4 TALENT
5 NET
6 BENEFITS
7 SKILL
8 OVERTIME
9 RETIREMENT
10 INCOMETAX
11 WEEK
11 WORK
12 EDUCATION
13 SALARY
14 PAY
15 ABILITY
16 PAPER
16 PENSION
17 RAISE
18 UNION
19 IRS
20 RETIRE
21 EARN
21 EAS
22 FIRED
23 TITLES
24 EMPLOYMENT
25 TRAIN
25 TEST
26 INTERVIEW
27 LAYOFF
28 FORM
29 BOSS
30 ASK
31 JOB
32 WORLD
33 GROSS
34 CHOICE
34 CASH
35 CHECK

ANSWER SHEET - CAREER EXPLORATION

Job Jumbles
(CE-21)

1. a) actor
   b) nurse
   c) farmer
   career

2. a) taker
   b) secretary
   c) dancer
   e) painter
   president

3. a) librarian
   b) author
   c) printer
   e) illustrator
   publisher

Changing Times
(CE-25)

1) M
2) G
3) C
4) H
5) E
6) I
7) A
8) J
9) B
10) D
11) K
12) L
13) F

JS-1

USING THE NEWSPAPER

NAME ______________________________

DIRECTIONS: *Sometime when you are looking for a job in the newspaper, you feel that you aren't reading English. Words are abbreviated and many words are omitted.*

AN AD WHICH SAYS THIS:	*MAY LOOK LIKE THIS:*
BABYSITTER: Student 14 years or older to watch my two children after school 3:30 to 6:30 everyday. $2.00 an hour. References required. Call 321-0012.	BABY SITR.: 14 yr. or older Stdnt. for 2 Chld. 3:30-6:30. $2.00/H Ref. Req. 321-0012.

Listed below are common newspaper "abbreviations." Write the full spelling of each word.

Avenue
Boulevard
building
Company
experience
full-time
High School
incorporated
manager
Monday-Friday
necessary
office
opportunity
part-time
per hour
required
start
Street
week
years

1. bldg. ______________
2. Blvd. ______________
3. St. ______________
4. exp. ______________
5. nec. ______________
6. P/T ______________
7. off. ______________
8. mgr. ______________
9. wk. ______________
10. /h. ______________
11. Co. ______________
12. oppty. ______________
13. strt. ______________
14. M-F ______________
15. Inc. ______________
16. F/T ______________
17. req. ______________
18. HS ______________
19. yrs. ______________
20. Ave. ______________

USING THE NEWSPAPER - CONTINUED

FOLLOW - UP ACTIVITIES:

1. Bring in the WANT AD section of the newspaper and list on a sheet of paper all the abbreviations that you can find and write the word.

2. Find an ad in the WANT ADS that appeals to you. Write a letter to the company expressing your interest and qualifications or skills for the job.

3. Write an ad for the paper describing a part-time job of your interest.

4. What is the job market like? Select one CLUSTER AREA and cut out only the jobs that belong to the cluster. A class project could be developed by making 15 posters, representative of the 15 clusters and pasting the jobs listed on the appropriate area.

USING THE TELEPHONE BOOK

TO THE TEACHER: *Some people have been able to find a job they are interested in by using the TELEPHONE BOOK. The white pages are alphabetized according to a person's last name or the name of a company. The yellow pages (the classified section) are divided into interest areas.*

Classroom quantities of your local telephone listings are available by contacting the educational representative in your area, or the students could bring in their home copies.

WITH THE PHONE BOOK YOU CAN

1. Have your students select a job that interests them and find companies listed that have this type of job. List on a sheet of paper as many companies as they can and write a letter to one of them expressing their interest.
2. Make up a worksheet listing various local company names. The student is to look them up and write the address, phone number and the page number.
3. Introduce them to their local telephone book. Use the student worksheet on the following page.
4. Develop speed and accuracy in locating numbers in the telephone book by providing each student with a Telephone Directory. The students begin with the books closed; the teacher says the name of a person or company; the first to locate it stands and gives the page number.
5. Call your local telephone representative. They are an excellent resource to provide classroom speakers on all areas of telephone communication.
6. Discuss telephone manners, taking telephone messages and the jobs that are dependent on the use of their telephone as well as the jobs that are in existence today because of the development of the telephone.

TELEPHONE DIRECTORY INFORMATION

NAME ____

DIRECTIONS: *Using YOUR LOCAL Telephone Directory, answer the following and write the page number on which you found the information.*

1. Name six types of long distance calls. page ________

______________________ ______________________

______________________ ______________________

______________________ ______________________

2. Name two ways to make a long distance call. page _____

______________________ and ______________________

3. Find the following AREA CODES and ZIP CODES for the following cities in Illinois.

	AREA CODE p____	ZIP CODE p____
Bloomington		
Joliet		
Chicago Heights		
Highland Park		
Rockford		

4. What is a "unit?" p _____ ______________________

5. Is there a map of your city? __________ If so, p _____

6. Is there a calendar for the year? __________ p________

7. Are money-saving tips listed? __________ p________

8. Are Metric Conversion Factors listed? __________ p_____

9. Are out-of-state ZIP CODES listed? __________ p_____

10. Can you find Telephone Regulations? __________ p_____

11. Is there information on using the directory? _____ p__

12. Are long distance rates outside of Illinois listed?

______________ p______

__DIRECTIONS:__ *Find the following for your city in your local Telephone Directory.*

NAME	ADDRESS	PHONE NO.	PAGE
Police Department			
Fire Department			
Library			
City Hall			
Your Name			
A Friend's Name			
A Friend's Name			
A Relative			
A Veterinarian			
A Hospital			
A Service Station			
Your School			
A Cleaners			
A Barber			
A Bakery			

Write a career that you are interested in ______________________

List places that would employ you in the future.

NAME	ADDRESS	PHONE NO.	PAGE

LETTER WRITING FORM

Business letters allow us to communicate with people we do not know. In a business letter, we ask for something -- a job, merchandise or service. People who receive business letters are usually very busy, so it is important to keep letters as SHORT, NEAT and CLEAR as possible. Plain letter-sized paper should be used and there should be margins on each side of the page. A business letter has six parts, which you will see below.

(1) HEADING - your address and date	(1) 1815 Main Street Hometown, Ill. 60411 May 18, 19 ___
(2) INSIDE ADDRESS - theirs	(2) Jewel Tea Company 55 Dixie Highway Hometown, Ill. 60411
(3) GREETING	(3) Dear Sir:
(4) BODY - message	(4) This letter is an answer to your ad in yesterday's STAR newspaper. I am applying for the job of cashier. I am sixteen years old, and I am attending Bloom High School as a junior. I have had experience working on Saturdays at the A&P, and I've delivered newspapers for our local news agency. We have a large family, and my dad just lost his job. So, I am anxious to begin work. I am enclosing a letter of recommendation from my school principal. If you have any questions, you may call me at 223-1234. I will be happy to come in for an interview at any time that is convenient to you.
(5) CLOSING	(5) Sincerely,
(6) SIGNATURE	(6) Mary Johnson

LETTER WRITING - PRACTICE

__DIRECTIONS:__ *Read through the following ads and choose the one that interests you. Write a business letter to answer one of the ads. Then divide the class into six groups, one for each ad. Each group will read the letters written in answer to its assigned ad and decide to whom they would give the job. One person from each group reports to the class the group's selection and explains reasons why the person was chosen for the job.*

1. PIZZA DELIVERY: Must have driver's license and be able to work weekends till 1:30 a.m. Contact manager Guiseppe Phillipo, 22 N. Pasta Place, Frankfort.
2. CASHIER: At local discount store. Chance for advancement. Salary based on experience. Write Money Box 1512, Chicago Heights.
3. SUMMER SALESPERSON: Electrical Supplies. Work on commission. Must enjoy talking to people. Will train. Flexible hours. Inquire at 8214 West Ampere Avenue, Harvey.
4. SHORT ORDER COOK: Evenings and weekends. Busy take-out restaurant. Write Box 12, Frankfort.
5. CLERK: Local bakery. Part time; Three afternoons a week. Eat-Well Bakery, 1411 Sugar Road, Elmhurst.
6. WAITER/WAITRESS: Weekends. Previous experience necessary for fine restaurant. Big tips and salary. Astor Tower Restaurant, 9824 Gravy Point, Des Plaines.

JS-8

JOB APPLICATION

NAME ____

DIRECTIONS: *Completing a job application accurately is an important part of finding and GETTING a job. Before you are able to complete the APPLICATION FOR EMPLOYMENT on the following page, you must be familiar with the terms that are frequently used. Match the terms and their definitions by placing the term number next to the definition.*

1. name in full
2. citizenship
3. employment desired
4. wage expected
5. education
6. course
7. previous experience
8. duties performed
9. references
10. years acquainted
11. physical defects
12. misrepresentation
13. omission
14. dismissal
15. terminated
16. previous notice
17. application
18. signature

_____ signing your name in cursive

_____ getting fired

_____ first, middle, and last name

_____ training experience or trade school

_____ birth or naturalization to a country

_____ not giving the truth

_____ salary that you want to earn

_____ names of those who have knowledge of your ability and personality

_____ formal form of information

_____ stopped

_____ job responsibilities

_____ how long you have known someone

_____ leaving out information

_____ job that you want

_____ being told ahead of time

_____ area of study

_____ handicaps to your job performance

_____ work or jobs done before the application

THINGS TO REMEMBER WHEN COMPLETING AN APPLICATION FORM FOR EMPLOYMENT

1. PRINT neatly and carefully.
2. Complete ALL the information that applies to you.
3. Watch your SPELLING.
4. Be ACCURATE with all the information - dates, names, etc.

JS-9

APPLICATION FOR EMPLOYMENT

Date ______________

PERSONAL INFORMATION

Name in Full ______________ Social Security Number ______________

Address ______________ Phone Number ______________

City ______________ State ______________ Zip Code ______________

How long have you lived in this city? ______________ This state? ______________
Are you a citizen of the United States? ______________
Age ______________ Birthday: Month Day Year

Employment desired ______________ Wages Expected ______ Per Hour
What other work can you do? ______________

EDUCATION

School	Date From	Date To	Name of School	City and State	Course	Did you graduate?
Grammar						
High						
College						
Other						

PREVIOUS EXPERIENCE (Give names and addresses of previous employers)

Name and address of Employer	Date From	Date To	List Duties Performed	Starting Wages	Final Wages	Reason for Leaving
1.						
2.						

REFERENCES: Give the names of three person not related to you whom you have known at least one year.

Names	Address	Business	Years Acquainted
1.			
2.			
3.			

PHYSICAL RECORD

Have you any physical defects? ______ If so, what? ______________ Wear glasses? ______
Are you now employed? ______________ Where? ______________
In case of emergency, notify ______________
Name Address Phone Number

I understand that misrepresentation or omission of facts called for is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary be terminated at any time without any previous notice.

SIGNATURE ______________

RÉSUMÉ

DIRECTIONS: *A résumé is a summary of your experience and is given to a prospective employer prior to completing a formal job application. Résumé formats vary from individual to individual, but always include the same basic information. Study this form below. Then on a separate sheet of paper, practice writing YOUR RÉSUMÉ.*

Points to remember:

1. *Write or print neatly.*
2. *Watch your spelling.*
3. *Be accurate and concise with your information.*

date

full name
address
city, state ZIP code
telephone number

EDUCATION

(List any schools that you have attended and the year of graduation or the grade level completed.)

School name. City, State. Year or grade level.

WORK EXPERIENCE

(If you do not have much experience in the world of work, don't fret. List any jobs that you may have had. Babysitting or cutting grass are experiences in the working world.)

Job title, employer's or company's name. Address, city, state. Time employed and/or a brief job description.

EXTRA CURRICULAR ACTIVITIES

(List any clubs that you belong to and your membership in it such as chairperson or member. Include any special hobbies or sports that you have. Volunteer work can be included here, such as helping with a bazaar. It will show your willingness to work.)

REFERENCES

(List people who know you well. Use the name of someone you have worked for, the name of a teacher, or a personal friend. Three references are usually sufficient.)

Name, job title. Work or home address, city, state and ZIP code.

INTERVIEW

Name ____

DIRECTIONS: Fill in the reasons for each statement.

1. Be on time for your interview.
   Reasons why? ____

   ____

2. Try to find out the name of the interviewer ahead of time.
   Reasons why? ____

   ____

3. Know something about the firm and know what job you are applying for.
   Reasons why? ____

   ____

4. Dress conservatively. Don't dress in loud colors.
   Reasons why? ____

   ____

5. Make sure you are clean and your hair is combed.
   Reasons why? ____

   ____

6. Walk with good posture. Sit with good posture.
   Reasons why? ____

   ____

7. Speak slowly, distinctly and clearly. Never chew gum or bite you nails.
   Reasons why? ____

   ____

8. Do not argue with the interviewer or contradict his opinions.
   Reasons why? ____

   ____

9. Avoid criticizing a former employer. They are likely to ask why you left your last job.
   Reasons why? ____

   ____

INTERVIEW - CONTINUED

10. Before going to the interview, decide what salary is acceptable to you.
    Reasons why? ______________________________

    ____

11. Don't overstay your welcome.
    Reasons why? ______________________________

    ____

12. If you have been hired, be sure that you understand:

    a. when you start work

    b. your pay

    c. your hours

    d. where you are to report to work

    e. the name of your boss or the person to whom you report

    Reasons why? ______________________________

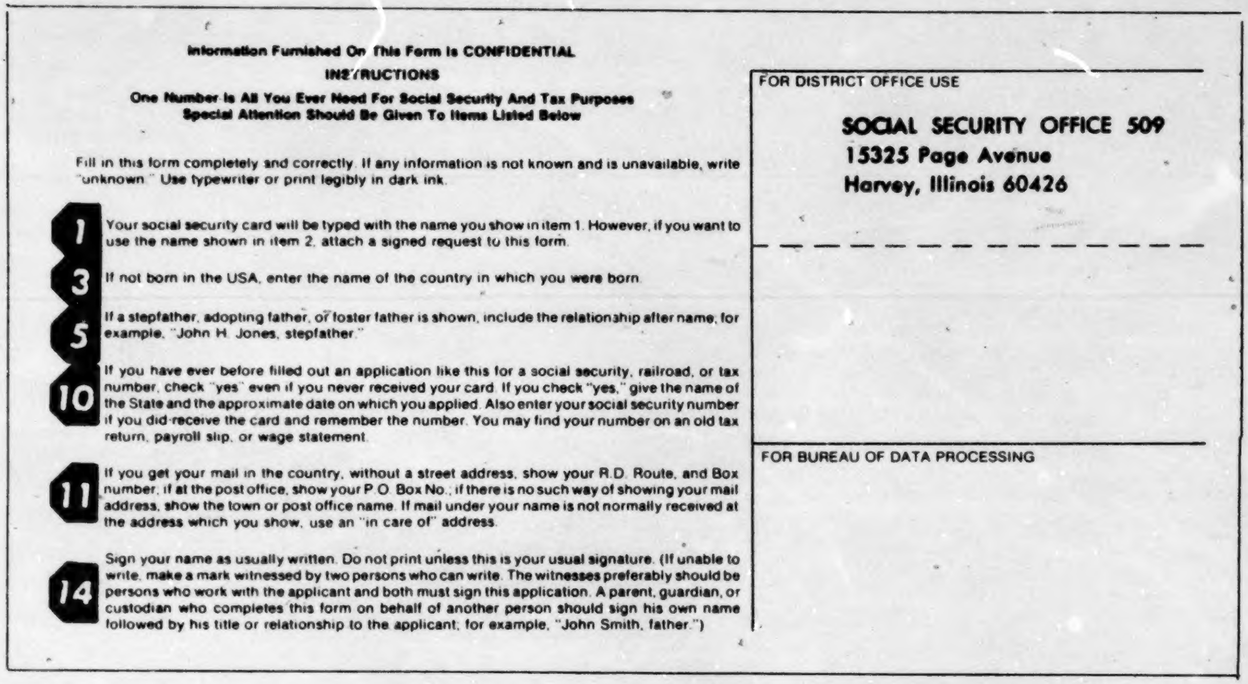
    ____

CARLOS
12
9
3
6
MARTIN LEVY
JILL JACKSON
BOB McCALL
DENISE DEE

SOCIAL SECURITY CARD APPLICATION

Name ______________________________

DIRECTIONS: *Here is a sample social security card application for you to complete. Read all of the information carefully and complete the form.*



Information Furnished On This Form Is CONFIDENTIAL

INSTRUCTIONS

One Number Is All You Ever Need For Social Security And Tax Purposes
Special Attention Should Be Given To Items Listed Below

Fill in this form completely and correctly. If any information is not known and is unavailable, write "unknown." Use typewriter or print legibly in dark ink.

1 Your social security card will be typed with the name you show in item 1. However, if you want to use the name shown in item 2, attach a signed request to this form.

3 If not born in the USA, enter the name of the country in which you were born.

5 If a stepfather, adopting father, or foster father is shown, include the relationship after name; for example, "John H. Jones, stepfather."

10 If you have ever before filled out an application like this for a social security, railroad, or tax number, check "yes" even if you never received your card. If you check "yes," give the name of the State and the approximate date on which you applied. Also enter your social security number if you did receive the card and remember the number. You may find your number on an old tax return, payroll slip, or wage statement.

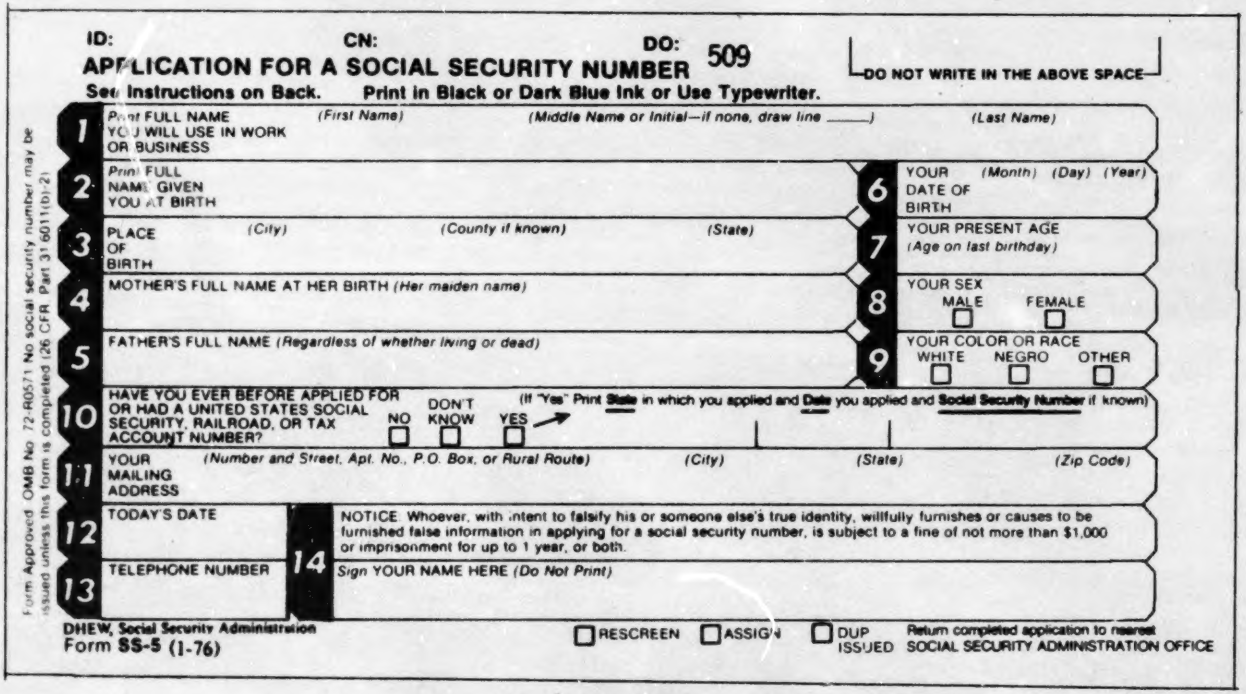
11 If you get your mail in the country, without a street address, show your R.D. Route, and Box number; if at the post office, show your P.O. Box No.; if there is no such way of showing your mail address, show the town or post office name. If mail under your name is not normally received at the address which you show, use an "in care of" address.

14 Sign your name as usually written. Do not print unless this is your usual signature. (If unable to write, make a mark witnessed by two persons who can write. The witnesses preferably should be persons who work with the applicant and both must sign this application. A parent, guardian, or custodian who completes this form on behalf of another person should sign his own name followed by his title or relationship to the applicant; for example, "John Smith, father.")

FOR DISTRICT OFFICE USE

SOCIAL SECURITY OFFICE 509
15325 Page Avenue
Harvey, Illinois 60426

FOR BUREAU OF DATA PROCESSING



ID: CN: DO: 509

APPLICATION FOR A SOCIAL SECURITY NUMBER

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

DO NOT WRITE IN THE ABOVE SPACE

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS *(First Name)* *(Middle Name or Initial—if none, draw line ____)* *(Last Name)*

2 Print FULL NAME GIVEN YOU AT BIRTH

6 YOUR DATE OF BIRTH *(Month)* *(Day)* *(Year)*

3 PLACE OF BIRTH *(City)* *(County if known)* *(State)*

7 YOUR PRESENT AGE *(Age on last birthday)*

4 MOTHER'S FULL NAME AT HER BIRTH *(Her maiden name)*

8 YOUR SEX MALE ☐ FEMALE ☐

5 FATHER'S FULL NAME *(Regardless of whether living or dead)*

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ → (If "Yes" Print State in which you applied and Date you applied and Social Security Number if known)

11 YOUR MAILING ADDRESS *(Number and Street, Apt. No., P.O. Box, or Rural Route)* *(City)* *(State)* *(Zip Code)*

12 TODAY'S DATE

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

13 TELEPHONE NUMBER

Sign YOUR NAME HERE *(Do Not Print)*

Form Approved OMB No. 72-R0571 No social security number may be issued unless this form is completed (26 CFR Part 31 6011(b)-2)

DHEW, Social Security Administration
Form SS-5 (1-76)

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

INCOME TAX VOCABULARY

Name ______________________________

DIRECTIONS: *In filling out your income tax, you will come across some terms that are difficult to understand. Define these terms with the help of a dictionary.*

1. file: ______________________________
2. deduction: ______________________________
3. gross: ______________________________
4. income: ______________________________
5. exemptions: ______________________________
6. credit: ______________________________
7. dependents: ______________________________
8. benefits: ______________________________
9. revenue: ______________________________
10. investment: ______________________________
11. alien: ______________________________

INCOME TAX VOCABULARY - CONTINUED

12. wages: ______________________________

13. tips: ______________________________

14. estimate: ______________________________

15. nonresident: ______________________________

16. adjusted: ______________________________

17. refund: ______________________________

18. itemize: ______________________________

19. return: ______________________________

20. compute: ______________________________

21. joint return: ______________________________

22. spouse: ______________________________

23. widow: ______________________________

24. widower: ______________________________

25. withholding: ______________________________

ANSWER SHEET - JOB SKILLS

Using The Newspaper
(JS-1)

1) building
2) Boulevard
3) Street
4) experience
5) necessary
6) part time
7) office
8) manager
9) week
10) per hour
11) Company
12) opportunity
13) start
14) Monday-Friday
15) Incorporated
16) full time
17) required
18) High School
19) years
20) Avenue

Job Application
(JS-8)

18
14
1
6
2
12
4
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7

END

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